

Date of Issue/Rev: 2013-05-29 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.31 (E)	TUI CRUISES Fleet Operation Manual	DOC TYPE: CHAPTER:	JOB DESCRIPTION GALLEY MANAGEMENT
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Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
COMMIS DE CUISINE

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Position: Commis de Cuisine

Department: Hotel / Galley

Rank: Crew

Immediate superior on board: Demi Chef de Partie

1. Responsibility

- (1) Responsible for the up-to-standard work flow in the assigned work area of the Galley and the related administrative tasks, in close cooperation with the Demi Chef de Partie
- (2) Food preparation in strict adherence to the given standards
- (3) Ensures all operations are carried out with the utmost economy consistent with the agreed quality and hygiene standards
- (4) Contribution to the food, beverage and consumables orders for the work area in strict adherence to budget-related and other requirements
- (5) Acceptance and checking of deliveries in the assigned work area
- (6) Implementation and checks of the professional, economic storage of all foodstuffs and equipment in compliance with the agreed hygiene and quality standards, with special regard to the compliance with expiry dates.
- (7) Strict adherence to all agreed regulations (USPH/HACCP, ISM/ISO, SQM, TUI C Service standards), especially with regard to security, environment and hygiene regulations in his/her area of responsibility
- (8) Safe storage assistance in adverse weather
- (9) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (10) Responsible for equipment set ups as well as storing of goods and equipment up to standard.
- (11) Preparation and regular checks of logs and check lists
- (12) Documentation of inventories
- (13) Examination and control of stock movements and orders in the area of responsibility
- (14) Special events assistance
- (15) Cleaning/sanitizing of the workplace (incl. utensils + equipment) using the PPE (Personal protective equipment)
- (16) In special case loading and suitcase service assistance
- (17) Always aim at continuous improvement
- (18) Active implementation of the philosophy behind the product
- (19) Cooperation for a constant improvement of the work flow and standards
- (20) Secure the careful handling of the company's properties
- (21) Knowledge of the assigned security roll number (from the ship's articles) and the assigned duties in case of an emergency.
- (22) During take-over and shipyard times, additional tasks have to be fulfilled if required.

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2. Qualification / Job experience

- (1) Qualified training as a cook
- (2) At least 1 year of job experience in a modern, high standard hotel's or restaurant's Galley, if possible onboard a cruise vessel.
- (3) Basic ability to understand business targets
- (4) Basic knowledge of inventory management
- (5) Good knowledge regarding food, ingredients, recipes (modern, international cuisine) as well as food-cost calculations and production control of passenger and crew menus.
- (6) Knowledge of all cleaning procedures, cleaning agents, chemicals (including storage) and especially of the U.S.P.H. standards.
- (7) Basic German language and good English language skills (written and spoken) or vice versa
- (8) Living up to service
- (9) Basic IT knowledge,
- (10) Good educational background

3. Personal requirements

- (1) Authority, flexibility, self discipline
- (2) Strong organising ability
- (3) Respectful, friendly and professional conduct towards passengers and crew
- (4) Integrity
- (5) Poise, very good manners
- (6) Cost and quality awareness
- (7) Good communication skills
- (8) Team player
- (9) Ability to work under pressure
- (10) Ability to motivate employees
- (11) Well groomed appearance

4. Area of responsibility

- (1) Responsible for the work flow in the assigned work area in the Galley

5. Proxy

Another Commis de Cuisine