

Job description

Position: Florist

Department: Hotel/Housekeeping
Rank: Crew
Immediate superior on board: Executive Housekeeper

1. Responsibility

- (1) Responsible for the work flow in the florist section and the related administrative tasks in close cooperation with the Assistant Executive Housekeeper
- (2) Responsible for the cleanliness and maintenance of the florist section and the places of decoration
- (3) Creative input
- (4) Regular inspections (with the Assistant Executive Housekeeper) in the assigned work area cleanliness, hygiene, maintenance, safety, and especially the adherence to all agreed standards (written documentation)
- (5) To ensure all operations are carried out with the utmost economy consistent with the agreed quality and hygiene standards
- (6) Strict adherence to all agreed regulations (USPH/HACCP, ISM/ISO, SQM, TUIC Service standards), especially with regard to security, environment and hygiene regulations in his/her area of responsibility
- (7) Compilation and checking of the orders for the work area in strict adherence to budget-related and other requirements
- (8) Implementation and checks of the professional storage of all equipment in compliance with the agreed standards
- (9) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (10) Preparation and regular checks of logs and check lists
- (11) Planning, organisation, documentation of inventories
- (12) Examination and control of stock movements and orders in the area of responsibility
- (13) Cleaning/sanitizing of the work place (incl. utensils + equipment) and stores, using the PPE (personal protective equipment)
- (14) Always aim at continuous improvement
- (15) Active implementation of the philosophy behind the product
- (16) Constant improvement of the work flow and standards, including input for manuals and regulations.
- (17) Secure the careful handling of the company's properties
- (18) Knowledge of the assigned security roll number (from the ship's articles) and the assigned duties in case of an emergency.
- (19) During take-over and shipyard times, additional tasks have to be fulfilled if required.

2. Qualification / Job experience

- (1) Qualified training, if possible as a Florist
- (2) Many years of job experience in a comparable position in a larger hotel, if possible onboard a cruise vessel.
- (3) Very good knowledge of materials and techniques, good knowledge of inventory management
- (4) Economical, budget-orientated thinking; ability to understand business targets
- (5) Very good command of the German language, good command of the English language (written+spoken)
- (6) Living up to service
- (7) Good IT knowledge, especially in MS Office
- (8) Good educational background

3. Personal requirements

- (1) Minimum age 22
- (2) Authority, flexibility, creativity
- (3) Strong organising ability
- (4) Integrity
- (5) Very good manners
- (6) Cost and quality awareness
- (7) Precision
- (8) Good communicator
- (9) Team player
- (10) Ability to work under pressure
- (11) Very well groomed appearance

4. Area of responsibility

Responsible for the work flow in the florist section

5. Proxy

Another Florist