

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.15(E)	TUI CRUISES Fleet Operation Manual	DOC TYPE: CHAPTER:	JOB DESCRIPTION GALLEY MANAGEMENT
---	---	-------------------------------	--

Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
**PASTRY
CHEF**
Page: 1 of 3

Position: Pastry Chef

Department: Hotel / Galley

Rank: Crew

Immediate superior on board: Sous Chef

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 immediate technical superior.
- (2) Food preparation in strict adherence to the given recipes and standards.
- (3) Ensure 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) Regular inspections of the work area with special regard to hygiene, cleanliness, safety and repairs.
- (6) Acceptance and checking of deliveries in the assigned work area.
- (7) 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.
- (8) Supervision and training of the 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.
- (9) Safe storage assistance in adverse weather.
- (10) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (11) Responsible for equipment set ups as well as storing of goods and equipment up to standard.
- (12) Preparation and regular checks of logs and check lists.
- (13) Planning, organisation, documentation of inventories.
- (14) Examination and control of stock movements and orders in the area of responsibility.
- (15) Instruction, training, and supervision of the assigned crew (including documentation).
- (16) Duty roster planning
- (17) Personnel reviews
- (18) Special events assistance
- (19) Cleaning supervision and assistance
- (20) In special cases loading and suitcase service assistance

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.15(E)	TUI CRUISES Fleet Operation Manual	DOC TYPE: CHAPTER:	JOB DESCRIPTION GALLEY MANAGEMENT
---	--	-------------------------------------	--

Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
PASTRY
CHEF
Page: 2 of 3

- (21) Always aim at continuous improvement
- (22) Active implementation of the philosophy behind the product
- (23) Constant improvement of the work flow and standards, including input for manuals and regulations.
- (24) Secure the careful handling of the company's properties.
- (25) Knowledge of the assigned security roll number (from the ship's articles) and the assigned duties in case of an emergency.
- (26) During take-over and shipyard times, additional tasks have to be fulfilled if required.

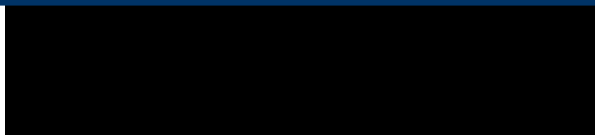
2. Qualification / Job experience

- (1) Qualified training as a cook or pastry cook
- (2) At least 5 years of job experience in a larger hotel's Galley, if possible onboard a cruise vessel.
- (3) Economical, budget-orientated thinking; ability to understand business targets
- (4) Good knowledge of inventory management
- (5) Very good knowledge regarding food, ingredients, recipes (modern, international cuisine) as well as food-cost calculations and production control.
- (6) Very good knowledge of all cleaning procedures, cleaning agents, chemicals (including storage) and especially of the U.S.P.H. standards.
- (7) Basic knowledge of the German language, good command of the English language (written and spoken) or vice versa.
- (8) Living up to service
- (9) IT knowledge, especially in MS Office, FIDELIO, Fidelio Cruise, Micros
- (10) Good educational background

3. Personal requirements

- (1) Minimum age 28
- (2) Management skills, authority, flexibility, self discipline
- (3) Strong organising ability (Duty roster)
- (4) Respectful, friendly and professional conduct towards passengers and crew
- (5) Integrity
- (6) Poise, very good manners
- (7) Cost and quality awareness
- (8) Good communicator
- (9) Team player
- (10) Ability to work under pressure
- (11) Ability to motivate employees
- (12) Well groomed appearance

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.15(E)	TUI CRUISES Fleet Operation Manual	DOC TYPE: CHAPTER:	JOB DESCRIPTION GALLEY MANAGEMENT
---	---	-------------------------------------	--



Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
PASTRY
CHEF
Page: 3 of 3

4. Area of responsibility

- (1) Responsible for the work flow in the assigned work area in the Galley.
- (2) Technical superior to all crew and staff in the assigned work area in the Galley.

5. Proxy

Another Pastry Chef