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| Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.26(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
**TRAINEE
GALLEY**
Page: 1 of 2

Position: Trainee Galley

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 Chef de Partie.
- (2) Food preparation in strict adherence to the given 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 the budget 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 food stuffs and equipment in compliance with the agreed hygiene and quality standards, with special regard to the compliance with expiry dates.
- (7) Safe storage assistance in adverse weather.
- (8) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (9) Responsible for equipment set ups as well as storing of goods and equipment up to standards.
- (10) Preparation and regular check of logs and check lists.
- (11) Planning, organisation, documentation of inventories.
- (12) Examination and control of stock movements and orders in the area of his responsibility.
- (13) Special events assistance.
- (14) Cleaning supervision and assistance.
- (15) In special case loading and luggage loading assistance.
- (16) Always aim at continuous improvement.
- (17) Active implementation of the philosophy behind the product.
- (18) Constant improvement of the work flow and standards, including input for manuals and regulations.
- (19) Strict adherence to all environmental and hygiene regulation (U.S.P.H) in the hotel department on board.
- (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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Page: 2 of 2

2. Qualification / Job experience

- (1) Qualified training as a cook.
- (2) Good knowledge regarding food, ingredients, recipes (modern, international cuisine) as well as food-cost calculations and production control of passengers and crew menus.
- (3) Basic knowledge of all cleaning procedure, cleaning agents, chemicals (including storage).
- (4) Good command of the German language, good command of the English language (written and spoken) or vice versa.
- (5) Living up to the service.
- (6) Good educational background.

3. Personal requirement

- (1) Minimum age 19.
- (2) Authority, flexibility, self discipline.
- (3) Strong organising ability.
- (4) Respectful, friendly and professional conduct towards passengers and crew.
- (5) Integrity.
- (6) Poise, very good manners.
- (7) Good communicator.
- (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 Trainee Galley