

## POSITION DESCRIPTION

Issued on: 04/15/18	Page 1 of 4	Prepared by: COHK
Last reviewed on: 02/02/24	COHK	Approved by: VPO

- Minimize operating expenses without affecting product standards delivered to the guests.
- Conduct inventory checks when required.

### **Safety Responsibilities**

- Possess familiarity with the vessel layout in terms of safety and security.
- Have a full understanding of ship rules and regulations (SMS).
- Participate in all required safety drills/training.
- Ensure that all safety procedures are followed.
- Is adhering to the Ship's Safety Program.
- Follow the Ship Rules & Regulations.
- Maintain a safe and sanitary environment for all guests and crew members.
- Follow proper procedures and instructions at all times to prevent damage of any kind to ship or company property.

### **Resources**

- Possess knowledge of operational manuals including SMS, VOM, USPH, HKOM and Training Manual as instructed by Chief HK, and Assistant HK.
- Instructions/explanations provided by the Chief Housekeeper, Assistant Housekeeper and Steward/Stewardess.
- Possess knowledge of the Human Resources Manual and Shipboard Training.
- Maintain a high level of crew morale within the housekeeping department, ensuring that all crew are treated in a fair and unbiased manner and the team works with a positive atmosphere.

### **Other Duties and Responsibilities**

- Assist with loading or provisions when required.
- Attend any stand-by for USPH purposes.
- Ensure confidentiality when handling sensitive information.
- Achieve the primary objectives of the position and comply with the above-mentioned accountabilities in a timely and efficient manner in accordance with ICS policies.
- Project a favorable image of the company, promote its aims and objectives, and foster and enhance public recognition and acceptance of all its areas and endeavors.
- Comply with the safety and pollution prevention regulations and operating procedures at all times, participating in all relevant meetings and training sessions.
- Participate in all mandatory training without excuse.
- Perform all other duties as requested by shipboard management or shore side.

### **Qualifications**

#### **Knowledge, experience, skill, and/or ability**

##### Required

- Fluent in written and spoken English.
- Communicate effectively
- Possess ability to make decisions
- Good administrative skills.
- Must be cost and quality conscious.

Issued on: 04/15/18	Page 2 of 4	Prepared by: COHK
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- Adhere to specific scheduled work hours, yet be flexible if circumstances require it.
- Work with international team members.
- Perform assigned duties under pressure (time constraints).

#### Preferred

- Fluency in additional language(s)
- Cruise Ship Experience.

#### **Computer skills -optional**

- Knowledge of Microsoft programs
- Possess sufficient computer knowledge to use the company software.

#### **Education/experience/certifications**

- High School education or international equivalent.
- Minimum of three years experience and/or training in the hospitality/room division.
- Equivalent combination of education and experience.

#### **Other Skills:**

- Knowledge of general work related practices, procedures and equipment.
- Ability to prioritize tasks and work independently.
- Strong organizational, interpersonal and communication skills.
- Ability to interact with others

#### **Math Ability:**

- Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

#### **Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **Work Environment & Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to:
  - Stand
  - Use hands to finger, handle, or feel
  - Reach with hands and arms
  - Talk or hear and smell
- The employee must be able to lift or move up to 55 pounds (25 kilograms) without assistance.

Issued on: 04/15/18	Page 3 of 4	Prepared by: COHK
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**Vision Requirements:**

- Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

Issued on: 04/15/18	Page 4 of 4	Prepared by: COHK
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