

## P O S I T I O N   D E S C R I P T I O N

**Position Title:** Asst. Storekeeper  
**Department:** **Sub-Department:**  
**Reports To:** Provision Master Head Storekeeper  
**Direct Reports:** N/A

### Position Summary

The Assistant Storekeeper, under the guidance of the Provision Master, is responsible for cleaning and maintaining the food stores, and ensuring correct and safe storage practices during provision loading.

### Essential Duties and Responsibilities

#### Operational

- Follow company policy regarding: storage, receiving, and issuing of stores.
- Learn all products/items in the stores.
- Ensure accurate issuance of all approved requisitions, noting item description and quantity ordered.
- Receive and store all Food Department merchandise.
- Oversee all merchandise in area of responsibility
- Restrict access to, and issuance of, all items to authorized personnel only.
- Issue items only upon receipt of an approved requisition.
- Restrict store access to authorized personnel only.
- Prevent access to store and removal of any unauthorized items by unauthorized personnel.
- Check and record storeroom temperatures on a regular basis.
- Report any anomalies, malfunctions or damage immediately to the Provision Master for follow up.
- Inspect storerooms for damage or spoilage
- Record expiration dates to minimize any potential losses.
- Report any findings immediately to the Provision Master.
- Ensure proper rotation of merchandise using FIFO (first in - first out) procedures and color coded **Use First** stickers.
- Maintain assigned area in the event of announced or unannounced Shipsan or Unites States Public Health- type inspection done by either onboard Senior Management or actual health inspectors.
- Know the ship's rules and regulations pertaining to assigned area.

#### Training & Development

- Attend all meetings, training activities or classes related to assigned position as required.

#### Financial

- N/A

Issued on:	Page 1 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

**Safety Responsibilities**

- 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.
- Know and comply with Shipsan, the European sanitation program, and United States Public Health Rules and Regulations pertaining to assigned working area.
- Participate in safety drills as required.
- Comply with Marella Cruises’ Safety and Pollution Prevention Program
- Comply with Marella Cruises’ Operating Procedures Resources.

**Other Duties and Responsibilities**

- As assigned

**Qualifications**

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

Required

- Fluent in written and spoken English,
- Must be able to communicate effectively with the senior management.
- Ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must be cost and quality conscious.
- Must 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)

**Required computer skills**

- N/A

**Education/experience/certifications**

- High School education or better.
- Willingness to learn.
- No previous experience necessary

**Other Skills:**

- Knowledge of general office practices, procedures and equipment.
- Ability to prioritize tasks and work independently.
- Strong organizational, interpersonal and communication skills .
- Ability to interact with senior-level management and owner representatives.

**Math Ability:**

Issued on:	Page 2 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

- 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.

**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:	Page 3 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by: