



Position Job Description

Position Title: Sr. Sous Chef, Main Galley

Reports To: Chef de Cuisine, Main Galley

Direct Reports: Sous Chef Saucier
Sous Chef Preparation
Sous Chef Tournant
Junior Sous Chef Entremetier
Chef de Partie
Demi Chef
Commis

Position Summary

To assume full responsibility for the entire Hot Galley operation including food preparation for the Waterside, Market Place, Room Service and various buffets throughout the ship as well as controlling of all costs for the Hot Galley. In addition, the position oversees that safe handling of food, general galley cleanliness standards and the overall strict adherence to the standards outlined by the Vessel Sanitation Program (VSP) of the Centers for Disease Control and Prevention, and any other health authorities having health jurisdiction over the vessel. The position also follows and updates itself on the latest international culinary trends.

Operational Duties & Responsibilities

All duties and responsibilities are to be performed in accordance with Crystal Basics, the company's Safety Management System (SMS), STCW requirements, MLC promulgated standards, USPHS guidelines, and environmental regulations.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

- To act as liaison between the Chef de Cuisine Main Galley, the Executive Chef and the Hot Galley Staff in order to identify the strengths and potentials of each person and to assign them to the location best suited to their talents.
- To oversee the daily Hot Galley operation, safe food handling of Galley personnel in conjunction with the Sanitation Officer and maintenance of all Hot Galley equipment.

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- To supervise preparation and presentation during service hours, to control traffic in the Hot Galley and to foster cooperation and good communication with the various sections.
- To ensure a smooth and efficient service during meal hours through good communication with the Dining Room Staff so that food is sent out quickly and efficiently.
- To take active part in the actual food preparation.
- To know the requirements of the Menus and to forecast and Requisition Hot Galley items according to operational needs through the Hotel Stores in conjunction with the Chef de Cuisine Main Galley and the Executive Chef.
- Establishes duty schedules of subordinates in accordance with the requirements of the Marine Labor Convention (MLC) 2006.
- Monitors hours of work and rest in accordance with the requirements of MLC 2006 of all subordinate team members; addresses any violations and takes corrective action if required. Reports repeat offenders to Senior Management for further corrective and/or disciplinary action.
- Collaborates with food & beverage management and staff to ensure a working environment that is conducive to maximum motivation and productivity.
- Attends meetings, trainings and other educational activities as required. Initiates departmental meeting when appropriate and required to identify improvement opportunities and address quality/service concerns.
- Maintains, always, a friendly and approachable demeanor, even under pressure, by applying the principles of Crystal Basics.
- Always conducts oneself in a professional and courteous manner when dealing with guests, fellow team members and subordinates alike.
- Performs any other operational duties as required.

This position description in no way implies that the job responsibilities listed in this document are the only duties to be performed by the employee holding this position.

Financial Responsibilities

Financial responsibilities for budget, expenses and/or achievement of revenue targets.

- To keep leftover food to a minimum.
- To assist the Chef de Cuisine Main Galley and the Executive Chef in controlling the food cost as well as the overall operational costs required in the Hot Galley as required by CCI, maintaining given standards and product quality.
- To monitor and control the use of consumables in the Hot Galley.
- To monitor and control overtime for the Hot Galley Staff.
- Ensures cost containment through proper and accurate requisitioning of supplies required to run a high-quality operation.

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- Identifies potential cost reductions and communicates such to Senior Management for consideration.

Safety Responsibilities

- Attends all company mandated safety trainings and safety drills and actively participate in them.
- Actively participates in guest safety drills as required.
- Ascertains that all safety procedures are adhered to in accordance with the company's Safety Management System (SMS).
- Ensures that proper PPE is used by oneself as well as subordinates where and when required.
- Practices safe lifting techniques as all times.
- Complies with Port Manning duties as required and scheduled.

Other safety duties may be assigned as necessitated by operational requirements.

Team Motivational Responsibilities

- Creates a working environment and team motivation that are conducive to maximum productivity.
- Provides on the job training to subordinates; mentors them to enhance their performance required for career advancement.
- Supports and counsels team members in the event of temporary performance or personal difficulties. Acts as a support to team member if required.
- Ensures that "Buddies" are assigned to newly hired staff.
- Evaluates all subordinates in accordance with company guidelines. Provides performance feedback both positive and negative on an ongoing basis.
- Always leads by example.
- Fosters a Crystal Basics culture to enhance the experience of both guests and fellow team members and subordinates.

Education & Qualifications

Required:

- Culinary Institute Diploma or Chef Certification or other relevant apprenticeship required.
- Preferably trained within own company or a minimum of three (3) years of experience in a luxury international hotel property as Sous Chef or other related experience required.
- Or must have a minimum of two (2) years' experience in a Sous Chef position in the luxury cruise ship industry.
- A sound knowledge of culinary arts and fine dining is essential.
- Very strong, balanced background in International Cuisine and Cooking Techniques.
- Highly motivated with a strong drive and high level of energy and flexibility.

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- Very good spoken English (needs to score at least 70% in the onboard English proficiency test).
- Must have very good communication skills.
- Must have very good administrative skills (proficient in Outlook, Word and Excel).
- Valid STCW certificates
- Must have excellent organizational skills and show attention to detail.
- Must possess excellent leadership skills and the ability to interact with all levels of people.
- Must be able to communicate and implement corrective action steps in an effective, yet diplomatic fashion.
- Needs to have an outgoing personality and must possess a positive attitude, always maintaining a friendly and approachable demeanor.

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.
- The employee must be able to lift or move up to 55 pounds (25 kilograms) without assistance.

By signing this document, I acknowledge that I have read and understood the position job description and therefore attest that I am able and willing to perform the duties outlined in this document.

Name

Signature

Date

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