



SEABOURN®

SBN - Sommelier – Other

Overall responsibility of the wine program onboard as well as operational management of the service in The Restaurant with a capacity of 450 guests. Oversee the inventory management; menu selection rotations and ordering of selections from our complementary Wine Program and Premium Wine Lists. Responsible for the selections and updates of all recommendations for each outlet and their menus.

The Sommelier plays an integral part in assisting with the smooth operation and taking ownership of their outlet. Decisions on how to enhance the guest experience are an important responsibility on how the company achieves the goal of providing the guests with the ultimate travel experience. The Sommelier ensures all their team members are aware of the vision and mission of Seabourn and encourage their teams to follow the guidelines set forth.

Reporting relationships:

The Sommelier reports directly to the Bar Manager supported by the Food and Beverage Manager.

Position has professional level reports – Assistant Sommelier, Bar Waiter

Key Responsibilities

1. Responsible for ensuring that the wine and beverage sales forecasted for the restaurants on the ship are met.
2. Ensures the daily wine flash report about the complementary wines/champagne is updated, posted and discussed.
3. Strives to meet the target cost of sales for the dining rooms as determined by the company budgets.
4. Ensures that all beverage stocks in the wine stand are used, stored and accounted for following company policies and guidelines and recipes are followed with correct measurement procedures.

5. Maintains and updates the Wine List to reflect the products and vintages and prices that are in stores and in the wine stand, within the guidelines established by Seabourn.
6. Ensures that there is proper feedback being communicated to the Public Rooms Manager, Restaurant Manager and Food and Beverage Manager as to guest comments on the scope and content of the wine list and developing trends in wine consumption.
7. Responsible for the training and education of all those involved in sales and service of wine products on board. Ensures that the staffs assigned to dining outlets are promoting premium products.
8. Responsible for the promoting and conducting Wine Seminars as per voyage needs.
9. Responsible for maintaining the service and cycle of complimentary wines in accordance to Standard Operating Procedures. Ensures that the recommendations are properly spelled in the daily menus.
10. Ensures that the beverages being used for hosting purposes in the restaurants are in accordance with company policy and guidelines.
11. Liaises with the Provision Master in order to determine what labels from the hosting selection need to be used in order to maintain stocks on hand within the goals set by the company.
12. Inventory, consumption reports, rotations of wine products and stock ordering for ships consumption.
13. Forecasting and stock control.
14. Responsible for maintenance of wine displays on board.
15. Responsible for maintaining and executing all beverage promotions on board, designed to increase sales.
16. Responsible for proper use and maintenance of all glassware and other operational equipment.
17. Assigns working stations and ensures service flow and guest satisfaction during service.
18. Ensures deliveries of gift orders and Amex order bottles to suites.
19. Inventory counts done on a cruise basis and that all sales and usage are accounted for as per company policies.

20. Will follow Seabourn Name Recognition program and write tests accordingly.

Public Health:

1. To be familiar with and execute the Seabourn HESS-MS appropriate to their position.
2. Ensures that all crewmembers reporting to them follow company policies on personal hygiene and uniforms.
3. Reports any malfunctioning equipment or furnishings in need of repair or refurbishing to the Bar Manager supervising his station.

Qualifications

Education:

- High School Diploma or equivalent degree.
- Sommelier diploma or certificate or equivalent diploma from a recognized Wine School.
- Proof of continuing education translated in certificates or letter of participation in specialized courses, seminars, tasting and proof of visits to wineries and wine growing regions.
- Minimum certified Sommelier qualification from the Court of Master Sommeliers and or level 3 WSET/CAPS or AIS.

Experience:

- One year of working experience as a supervisor in a dining room environment.

Knowledge, Skills & Abilities:

- Knowledge of public health and sanitation regulations and procedures. Thorough practical knowledge of classical wine and beverage service.
- To be knowledgeable of the USPH and other international Public Health rules and regulations by participating in the company's Basic Food Hygiene course every 2 years and achieving a minimum of 80% pass.
- Working knowledge of wine lists that cover all countries of Old and New World wines and spirits represented in our beverage program.

- Should have the ability to train and coach all team members.

Physical Demands & Travel

Physical Demands:

For the safety of yourself and others on board certain physical abilities shall be maintained. Must be able to bend, climb, perform repetitive motion, and repetitively heavy lift.

Must maintain physical fitness to perform tasks associated with job.

Travel Requirements:

- Passport – valid for a minimum of 6 month
- Flag state issued seaman book
- General flag state or flag state approved marine fitness medical United States C1/D visa
- English Marlin test at minimal score of 80%
- Pre-employment medical examination

Working conditions:

Working on a cruise ship is very different from any land-based occupation. Working hours are longer and work is more intense due to the constant demand of the guests. You have to be very flexible in your working hours, which on occasion might have to be changed due to unforeseen circumstances. The Maritime Labour Convention of 2006 however strictly regulates these. Apart from the working hours there are strict rules which all members of the ship's company need to adhere to as stipulated by the Master's standing orders. You work in close proximity with your fellow crewmembers and therefore respect among all is essential.

About Seabourn

At Seabourn, we are passionate about travel. We believe that traveling for pleasure has a redemptive power that enriches people's lives. And we believe that people should travel well.

Cruising on a Seabourn ship is unlike any other form of travel. The experience is luxurious, yet relaxed — elegant, yet casual — sumptuous, yet understated. Our intimate ships visit the most desirable destinations worldwide, sailing to the heart of landmark

cities, as well as to hidden gems where larger vessels cannot follow.

Our ships attract interesting people, who seek to share experiences beyond the expected in places beyond the ordinary. Our acclaimed staff offers a unique style of heartfelt hospitality that is sincere, thoughtful and personal.