

- Assure compliance with USPH Rules and Regulations.

Training & Development

- Attend all meetings, training activities or classes related to assigned position as required.
- Conduct training sessions for Assistant Stewardess.

Financial

- Take good care of equipment, chemicals and linen
- Ensure tasks are completed within assigned working hours.
- Consult with Chief Housekeeper if overtime hours are required.
- Minimize operating expenses without affecting product standards delivered to the guests.
- Conduct inventory checks when required.

Safety Responsibilities

- Be in possession of valid STCW certificates.
- 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.
- 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 as provided by HK Management
- Instructions/explanations provided by Chief HK, Assistant CHK.

Other Duties and Responsibilities

- 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.

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Qualifications

Knowledge, experience, skill, and/or ability

Required

- Positive attitude and outgoing personality.
- Team player.
- Open minded and flexible.
- Communicate effectively and clearly with guests.
- Fluent in written and spoken English.
- Communicate effectively with others
- Possess ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must be cost and quality conscious, following Breakage Prevention procedures
- 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.

Required computer skills

- Possess sufficient computer knowledge to use the company software.

Education/experience/certifications

- High School education or international equivalent.
- Minimum of 3 years as a chamber person (Quality Hotels or Cruise Ships).
- 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.

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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.

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