

- Tactfully present options to up sale wines, without being pushy.
- Assist the Head Sommelier with the inventory of glasses, utensils and bottles.
- Ensure that all glasses and utensils are in pristine condition at all times.
- Receive requisitions.
- Organize the wine cellar with stock.
- Observe and enforce uniform standards according to company policies and procedures.
- Possess awareness of par levels, stock and stock control, and requisition procedures.
- Promote, set up and organize wine events.
- Possess knowledge of bar set ups, cocktail presentations and standard cocktail recipes/garnishes.
- Possess full knowledge of current Public Health rules and regulations and maintain Public Health standards at all times.
- Ensure that the assigned location is up to Public Health standards.

Training & Development

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

Financial

- Ability to reach the set sales targets (wine/ beverage sales, wine/ bar events and beverage packages).
- Possess awareness of targets, costs and monitoring procedures.
- Provide ideas to maximize beverage revenues and minimize costs.
- Possess knowledge of the revenue aspects of the operation.
- Ensure cost-effective operation of department.
- Minimize operating expenses without affecting product standards delivered to the guests.
- Conduct inventory checks when required.

Safety Responsibilities

- Comply with the safety and pollution prevention regulations and operating procedures.
- Be in possession of valid STCW certificates.
- Participate in relevant meetings and training sessions.
- Possess familiarity with the vessel layout in terms of safety and security.
- Have a full understanding of ship rules and regulations (SMS).
- Ensure that all safety procedures are followed.
- Cooperate with the Staff Captain in adhering to the Ship 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.
- Participate in safety drills as required.

Resources

- BOM (Bar Operations Manual).
- Training and Development Manual.
- Possess thorough knowledge of wine and bar list.
- Possess knowledge of the Human Resources Manual and Shipboard Training.

Issued on: 03/02/2018	Page 2 of 4	Prepared by: BDM/TBM
Last reviewed on: 04/20/21		Approved by: DIRHR

- Maintain a high level of crew morale within the administration dept. 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.
- Ensure the maintenance of all equipment in own areas and proper reporting of repair requests in Issutrax

Qualifications

Knowledge, experience, skill, and/or ability

Required

- Must have completed Sommelier trainings or possess necessary certificates.
- Minimum of 2 years extensive experience in wine service.
- Ability to pronounce wine regions, varieties and descriptions properly.
- Fluent in written and spoken English.
- Communicate effectively with the senior management.
- Possess ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must be cost and quality conscious.
- 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

- Experience and/or training in the hospitality field.
- Fluency in additional language(s)
- Cruise Ship Experience.

Required computer skills

Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point

- Possess sufficient computer knowledge to use the company software.
- Familiarity with company proprietary and internal computer system, such as: ICS, Silverware, Apollo Solution and TAR.

Issued on: 03/02/2018	Page 3 of 4	Prepared by: BDM/TBM
Last reviewed on: 04/20/21		Approved by: DIRHR

Education/experience/certifications

- Wine school/ course (internationally recognized- such as Court of Master)
- High School education or international equivalent.
- STCW preferred.
- Equivalent combination of education and experience.

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.
- Operational orientated with business awareness
- Ability to multi-task and be a strong lounge server
- Strong oral and written communication skills
- Immaculate presentation

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.

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: 03/02/2018	Page 4 of 4	Prepared by: BDM/TBM
Last reviewed on: 04/20/21		Approved by: DIRHR