

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

Position Title: Asst. Baker

Department:

Sub-Department:

Reports To: Executive Chef, Sous-Chef, 2nd Baker

Direct Reports: UT Baker

Position Summary

The major goal of the Assistant Baker is to ensure an effective running, control, and production of the Bakery Shop, in line with the company rules and regulations.

Essential Duties and Responsibilities

Operational

- Responsible for the production, quality and presentation of the bread assortment used in the daily menus.
- Prepare production forecasts and records leftovers in order to avoid unnecessary wastage and to keep food cost within assigned budgets.
- Assist with the transportation of the necessary items from the main stores to the galley.
- Clean and sanitize work area and working utensils according to Shipsan, the European sanitation program, and United States Public Health rules at regulations.
- Be on standby in the galley periodically when the ship is subject to a Shipsan/USPH inspection.
- Ensure personal appearance, uniform and personal hygiene are in accordance with the company's rules and regulations.
- Be punctual.
- Possess ability to taste all foods to ensure correct preparation.

Training & Development

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

Financial

- N/A

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.

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- 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.
- Minimum of five years food related experience and/or training.
- 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.

Math Ability:

- Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

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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.

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