

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

**Position Title:** Assistant Butcher

**Department:** **Sub-Department:**

**Reports To:** Butcher Executive Chef

**Direct Reports:** N/A

### Position Summary

The Assistant Butcher is responsible for thawing, butchering, and preparing meat and poultry according to the Thawing and Preparation Schedule established by the Butcher and the Executive Chef.

### Essential Duties and Responsibilities

#### Operational

- Complete duties assigned by the Butcher and Executive Chef.
- Assist with the transportation of food items from the preparation areas to the galley.
- Rotate stock using the FIFO (first in – first out) procedure.
- 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.
- Load/Store meats and poultry received on the loading days in the freezers.
- Ensure that subordinates report to work on time, and that personal appearance, uniform, and personal hygiene are in accordance with the company's rules and regulations.

#### 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.
- 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.

Issued on:	Page 1 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

## 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

- Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point
- FBS/ICS Apollo Inventory system

### Education/experience/certifications

- Culinary School degree.
- Minimum of two years experience as a Head Cook in an hotel, convention banqueting service or cruise ship environment.
- 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.

### Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Issued on:	Page 2 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

- 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:	Page 3 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by: