

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

Position Title: Bar Utility

Department:

Sub-Department:

Reports To: Bartenders, Head Bartender, Assistant Bar Manager, Bar Manager

Direct Reports: N/A

Position Summary

The Bar Utility is to assist the Bartenders in keeping the bars and pantries clean, organized, and well supplied.

Essential Duties and Responsibilities

Operational

Before the Bars Open

- Deliver Bartender requisition orders from the stores to the bars.
- Ensure order is accurate.
- Ensure that there is an adequate supply of glassware at bar.
- Transport ice for bartenders and bar waiters in Lexan box or ice chest with lid.
- Keep soap and rinse-aid stocked for glass washing machine.
- Ensure adequate supply of hand soap and towels at the hand sinks.
- Keep bars and bar pantries clean and orderly per Shipsan, the European sanitation program, and U.S.P.H. regulations.

During the Shift

- Operate glass washing machine, utilizing the proper racks for the intended glassware.
- Check for broken or chipped glasses remove from circulation.
- Return clean glasses to appropriate places.
- Keep ice bin replenished as needed.
- Retrieve all Bar Department glassware (except for wine and champagne glasses) from the main galley glass-washing area and store them in the appropriate racks in the bars.
- Assist with garbage disposal according to weekly schedule.

End of Shift

- Help bartenders store items in the refrigerator.
- Pack coolers with beer and soda for next day.
- Sweeps and mops the floors.
- Ensure the bar is spotless, per Shipsan and U.S.P.H. regulations.

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- Clean and follow instructions as directed by supervisor.

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.

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 one year beverage related service experience and/or training.

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- 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.
- 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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