



**D job F&B Assistant Steward**

Revision : 0  
 Processowner : Malaika Leder

Position	Department	Rank
F&B Assistant Steward	Restaurant	Rating
<b>1. Superordinated/ Subordinated</b>		
The job holder is subordinated to the Maître d’hotel.		
<b>2. Aim</b>		
<ul style="list-style-type: none"> <li>• Generation of maximum sales revenues and performance of the predetermined budget</li> <li>• To ensure guest satisfaction</li> <li>• working according to QA – standards</li> <li>• keeping the rules of quality assurance manual</li> </ul>		
<b>3. Assignment</b>		
<ul style="list-style-type: none"> <li>• realize your host function in consideration of the company's philosophy</li> <li>• prepare all tables at restaurant sections assigned by the Maître d’ hotel</li> <li>• keeping clean all tables from used china/cutlery/glasses during meal times designated to you by the Maître d’hotel</li> <li>• work according to the instructions of your superiors and assist wherever needed</li> <li>• ensure a fast, efficient and courteous service</li> <li>• taking orders, serving and responsible for the correct accounting</li> <li>• refill the jugs of ice water and table wine at the tables</li> <li>• replace all necessary items at the tables</li> <li>• mainly deployable in the à-la-carte Restaurants, flexible scheduling in the Bar department</li> <li>• maintenance of all service areas, pantries and service equipment according to the “United States Public Health Rules”</li> <li>• report all damages to your supervisor</li> <li>• in an emergency situation</li> <li>• comply with the waste management regulations for environmental protection</li> <li>• keep internal rules and regulations</li> </ul>		
<b>4. Responsibilities/ Competencies</b>		
<ul style="list-style-type: none"> <li>• realisation of the guidelines within the assigned working area</li> <li>• maintain cleanliness in all service outlets</li> <li>• maintain accurate information flow to superior in case of divergence of the processes</li> <li>• implement waste management regulations for environmental protection</li> </ul>		
<b>5. Necessary qualifications</b>		
<ul style="list-style-type: none"> <li>• to have completed an apprenticeship in the hotel and restoration field</li> <li>• to be at least 21 years old</li> <li>• knowledge of English language</li> <li>• German Language Skills</li> <li>• Micros knowledge advantageous</li> <li>• Medical Fitness for Service at Sea</li> <li>• Foodhandler Examinations</li> <li>• Basic Safety Training STCW95 VI/1</li> <li>• Crowd Management Training STCW 95 V/3.4-3.6</li> <li>• Seafarer’s book</li> </ul>		