

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

Position Title: Printer
Department: **Sub-Department:**
Reports To: Hotel manager, BSSL Operations
Direct Reports: N/A

Position Summary

The printer is responsible for the efficient operation of the print shop.

Essential Duties and Responsibilities

Operational

- Print daily Cruise News, and ensure it is ready per required schedule for delivery to cabins, etc..
- Print all additional materials, as authorized by Hotel Manager.
- Edit departmental items to be printed including:
 - restaurant menus
 - housekeeping weekly papers
 - shore excursion papers
 - entertainment weekly program
 - bars, casino, salon & other department printing needs as authorized by the Hotel Manager
- Requisition items needed for operation of the print shop.
- Maintain printing equipment, ensuring everything is in working order and that service assistance is requested through the proper channels.
- Monitor printing cost and materials as instructed by shipboard management.
- Substitute for Receptionist as needed and instructed by the Guests Relations Manager.
- Other duties as assigned by Hotel Manager or Guest Relations Manager such as helping with Embarkation or reception duties.

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.

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

- Know and comply with Shipment, 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

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

Education/experience/certifications

- High School education or better.
- Minimum of three years of relevant experience on land or on ships.
- 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.

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

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