

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

Position Title: Provision Master

Department:

Sub-Department:

Reports To: Food Manager

Direct Reports: Head Storekeeper, Assistant Storekeeper, UT Storekeeper

Position Summary

The Provision Manager is responsible for maintaining all onboard inventories for the Food Department.

Essential Duties and Responsibilities

Operational

- Maintain accurate inventories at all times.
- Enter daily requisitions and perform end of voyage physical inventories.
- Ensure all Company policies are followed in storage, receiving, issuing and ordering.
- Maintain the highest standards of Quality Control.
- Must have in-depth knowledge of the overall Culinary experience onboard Marella Cruise vessels and be familiar with the entire hotel operation.
- Work under the direct supervision of the Food Manager while working very closely with the Executive Chef.
- Adhere to Shipsan, the European sanitation program & USPH guidelines per the Vessel Sanitation Program.
- Use HACCP methods and guidelines by using Managing Food safety: A guide for the Use of HACCP Principles for Operators of Food Service and Retail Establishments
- Ensure that food requisition templates are kept current and are updated on a per-voyage basis.
- Generate daily requisitions in order to produce a running inventory.
- Conducts End of Voyage physical inventory, including High Cost Items, Meat, and Fish thawing rooms.
- Work closely with the Hotel Controller who produces and sends the End of Voyage ZIP file.
- Generates Food order based on up-to-date Inventory and company loading schedule.
- Review and reconcile pre-receiving report generated from the Office.
- Ensure all additions, cancellations, and receiving are entered into the ICS system.
- Verifies that the quality of items received match the specifications forwarded by the Food Purchasing and Quality Control departments.
- Responsible for the receiving all Food products onboard, and signing of all suppliers' invoices.
- Produce discrepancy report based upon difference between ordering and receiving.
- Assist in generating food-testing report.
- Ensure that company specifications are followed for all products, with any discrepancies being reported to Food Purchasing and Culinary operations in the Loading Quality Report.

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- Monitor rotation of stock using FIFO system and color coded **Use First** stickers.
- Closely monitors expiration date of all products.
- On a per cruise basis, prepare the spoilage, non-moving and slow-moving items report and provide them to the Food Manager and Executive Chef.
- Responsible for all stores temperatures, maintenance of Shellfish and Sushi Grade fish logs and general maintenance.
- Manage all storage room temperatures (refrigeration and chilled rooms) and report any discrepancies or malfunctions to the technical department through issuance of proper AVOs.
- Responsible of all storeroom personnel schedules, training and job performance.

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)

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Required computer skills

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

Education/experience/certifications

- High School education or better.
- Minimum of three years hotel or cruiseship 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.

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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