

International Cruise Services, SDAD, LTADA.

POSITION DESCRIPTION

Position Title: Sanitation Officer

Department: Food **Sub-Department:** Non Culinary

Reports To: F&B Director, Senior Executive Chef (O-Class/SSSL)

Direct Reports: Kitchen Steward (O-class/SSSL), Head Cleaner, Utility Cleaner, Catering Trainee

Position summary

Supervises the overall cleanliness of the vessel and all areas allocated to the Food & Beverage and Housekeeping operations. Oversees the compliance with all Public health practices, including, but not limited to general cleanliness, food storage, food handling, chemical handling, OPRP implementation, pest management, maintenance of the facilities. Conducts all necessary Public Health trainings with all F&B and Housekeeping team members in conjunction with their respective leaders.

Essential duties and responsibilities

Operational

- Be familiar with all current and applicable PH regulations, including, but not limited to VSP, SHIPSAN, CSIP, ANVISA, AQIS, and all relevant internal policies and procedures, as outlined in the SMS and all applicable manuals.
- Assess the cleanliness of all outlets and locations assigned to the Food & Beverage and Housekeeping departments.
- Organize and conduct PH related trainings with the F&B and Housekeeping department, in conjunction with the respective HODs.
- In addition to the Company Standard Trainings, facilitate On the Job Training, based on observations with topics including, but not limited to:
 - Safe practices at work
 - AGE awareness and prevention
 - Cleaning methods, chemical products and PPE
 - Dishwash and Potwash operations, evaluation and maintenance of equipment
 - Cleaning of electrical equipment and ventilation hoods and vents
 - Breakage prevention program
 - Time and temperature control
 - Potentially Hazardous Foods, identification and storing requirements
 - Cooking, cooling and handling of PHF
- Conduct regular audits for both F&B and Housekeeping departments, ensuring that all required files and logs are maintained in good order. The required files include, but are not limited to:
 - Production/Cooling logs
 - Refrigeration logs
 - Ice machine/Drinking fountain sanitation logs

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- Daily sanitation checklists
- Shell stock retention logs
- Fresh fish freezing log
- Take overall charge of Public Health, Food Safety and Sanitation matters, ensuring the following:
 - Monitor on a daily basis that the Crew and Middle Managers perform as per applicable guidelines. Non-conformities must be addressed on the spot with the Manager/Supervisor in charge. All findings are to be communicated to the respective HOD with the F&B Director in copy.
 - Take charge of all janitorial equipment (ordering, receiving, storage, issuing and maintenance), chemical products (ordering, receiving, storage, issuing), dishwashing equipment (maintenance and availability). Monitor and maintain par levels based on operational needs.
 - Spot check the opening and closing of buffets, galley and bar areas during each service (including additional services, such as Tea Time, Deck BBQ, and Specialty Dinners etc.). Ensure that venues are opened in accordance with all applicable standards.
 - Continuously spot check the cleanliness, proper operating and maintenance of all dishwash and potwash machines. Report and follow up on maintenance issues via the onboard reporting system.
 - Be fully aware of applicable laws and regulations related to the onboard Time and Attendance Recording system. Audit the TAR entries for his team on a daily basis, identifying shortages and efficiencies and taking the necessary action based on these observations.
 - Monitor the workload and adjust the schedules of his team as needed, to provide coverage based on operational needs. Ensure that the schedules comply with all applicable laws.
 - Monitor the dishwash areas during busy hours and at the closing, ensuring all elements of the breakage prevention program are in place and followed (in conjunction with other HODs and Middle Managers/Supervisors). Audit all breakage logs to ensure information is properly filled in by the supervisors in charge.
 - Communicate shortages of chinaware, glassware and other equipment with F&B Director and Senior Executive Chef, ensuring all par levels match the operational needs and is maintained.
 - Ensure that any and all administrative tasks, policies and procedures listed in the F&B and ISM Manual are completed and followed.
 - Ensure that the Crew working in the Sanitation Department are properly trained in the correct garbage segregation and disposal, in accordance with all applicable internal and external regulations.
 - Monitor that Integrated Pest Management (IPM) procedures are implemented and followed (Food & Beverage and Housekeeping) and that all required documentation is maintained. Communicate all Pest sightings in a timely manner, in accordance with current shipboard procedures.
 - Train and supervise that Crew working in the Sanitation Department to ensure they are knowledgeable about the equipment they are issued and handling (safety, maintenance and efficiency) and that the equipment is maintained clean and in working order.
- Take ownership of inspections and audits:
 - Demonstrate full ownership of all items related to Public Health, Food Safety, Cleaning and Sanitation, including any observations and non-conformities and to follow up with the respective Manager-in-charge to ensure resolutions are achieved within a reasonable time frame.
 - Audit F&B and Housekeeping departments for compliance with the Outbreak Prevention and Response Plan (OPRP), addressing non-conformities on the spot and communicating all findings to the respective HOD, copying in the F&B Director/Senior Executive Chef (for Galley only) on the (email) communication.
 - Monitor Crew and Officers behavior in Mess areas (such as hand washing, food and utensils handling etc.) and in Public/Crew areas (littering, damaging company property etc.) and communicate all observations with the respective HOD.
 - Take charge of arranging the schedules for all shipboard inspections and communicating them with all relevant parties in a timely manner. Discuss areas of focus with all participants at the beginning of

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- each inspection. Areas of focus to be determined based on findings from previous internal and external inspections, including reports from other vessels etc.
 - Ensure that all F&B outlets are ready for any announced and unannounced inspections by the Public Health Authorities, internal and external inspections and audits (SMS, Corporate visits, Deck-by-Deck etc.)
- Maintain professional communication with onboard and corporate leadership regarding any and all observations.
 - Communicate all operational observations with the F&B Director and Senior Executive Chef (for Galley related observations only) in a timely manner. Corporate representatives sailing must be kept in copy for observations related to their areas.
 - Meet daily with Kitchen Stewards/Head Cleaners to discuss the performance of the team, operational observations, special projects and follow ups. Ensure that the workload is divided fairly between the teams/team members.
- Act as a role model for other Crew and Leaders.
 - Monitor that all F&B and Housekeeping Crew are well groomed and wearing clean pressed uniforms.
 - Monitor that hair, nails and jewelry are worn in accordance with the standards applicable for the respective position

Training & Development

- Attend all meetings, training activities, courses and all other work-related activities as required.
- Mentor, develop and provide on-the-job training to subordinates to strengthen their current performance and preparation for future advancement.
- Review and approve all performance reviews for Crew working in the Sanitation Department, completed by the Kitchen Steward (O-class)/Head Cleaners, including suggestions in regards to potential position change with the respective HOD. Ensure that all performance reviews are completed in a timely manner and in accordance with company standards.
- Take ownership and responds to any HR related inquiries for Crew working in the Sanitation Department in conjunction with the Senior Executive Chef (O-class), Executive Chef (R-class/RSSC) and Food & Beverage Director.
- Ensure that all crewmembers under his/her direction follow the Ship's Rules and regulations and are subject to a complete training and familiarization to their new job and living environment.
- Act as the onboard trainer on all topics related to Public Health, Food Safety, Cleaning and Sanitation and other related topics. In charge of preparing and sending out a monthly calendar of formal trainings, as well as for scheduling OJT when needed (based on observations and in conjunction with the respective HODs)

Financial

- Responsible for the control of chemicals, consumables and general expenses for his / hers area/team, in accordance with set budgets. Look for ways to optimize cost control and spending.
- Foster a strict awareness of cost control within the Sanitation Department and other F&B and Housekeeping teams.
- Control overtime and apply TAR procedures accordingly (work within the set budget perimeters)

Other Duties and Responsibilities

- Assist the Provision Master/Procurement Manager during Loading/Provisioning (during busy hours, or as directed).
- Perform other duties as assigned by onboard management or Corporate Representatives

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Safety Responsibilities

- Ensure that all safety procedures are followed.
- Cooperate with the Staff Captain in adhering to the Ship's Safety Program.
- Follow the Ship Rules & Regulations.
- 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.
- Participates in safety drills as required

Resources

- Must be familiar with the Sanitation Operational Manual, Human Resources Manual and Shipboard training.
- Maintains a high level of crew morale within his department, ensuring that all crew are treated in a fair and unbiased manner, and the team works with a positive atmosphere.

Qualifications

Knowledge, experience, skill, and/or ability

Required

- 8 years of progressive food and beverage managerial experience, preferably in an upscale hotel or cruise ship, restaurant, or high volume food service facility.
- Previous Experience and/or training in the hotel/galley stewarding operation.
- In depth knowledge of the Vessel Sanitation Program, regulations and procedures.
- Versed in budgeting and cost control, including, but not limited to the reading and interpreting of inventory reports and monthly financial statements.

Preferred

- Shipboard experience is preferred
- Proficient in Forklift/Pallet jack operation

Required computer skills

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook, PowerPoint)
- Basic Windows XP, Vista and Windows 7 Operating Platform knowledge.
- Possess sufficient computer knowledge in order to use the company software.
- Familiarly with the concept of relational database driven inventory control systems

Education/experience/certifications

- High School Diploma or International equivalent
- Proven record of Shipboard/Hotel Public Health Training
- VSP seminar certification
- HACCP certification

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- STCW preferred

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 (20 kilograms) without assistance.

The vision requirements include:

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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