

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

Position Title: UT Cabin Steward MEX2
Department: **Sub-Department:**
Reports To: Cabin Steward, Assistant Housekeeper, Chief Housekeeper
Direct Reports: N/A

Position Summary

The Utility Cabin Steward is responsible for housekeeping cleaning tasks to achieve company standards of cleanliness.

Essential Duties and Responsibilities

Operational

- Assist and support the Cabin Steward with guests cabin services depending on the section, and as assigned by the Chief Housekeeper.
- Empty the trash bin
- Hoover the cabin carpet daily/as required or when needed
- Replace hoover bag and clean the hoover at the end of the day
- Hoover the corridor carpet twice a day
- Spot clean cabin carpet when required
- Spot clean corridor carpet weekly
- Tidy balcony furniture
- Empty the waste bins in the cabin.
- Make the bed/s. Change the bed linen / turn mattresses if applicable
- Report any repairs
- Take Laundry to the Main Laundry
- Place clean china, cutlery and glassware
- Remove all used china, cutlery and glassware
- Daily balcony furniture cleaning
- Clean balcony door (where applicable), Steward when balcony wash one time per cruise
- Clean balcony deck, Steward when balcony wash one time per cruise
- Close balcony door
- Hang up bathrobes (embarkation)
- Delivery of ice on request

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- Be aware of sick guests, and ready to meet their requests
- Clean cabin mirrors
- Clean the mop and buckets
- Spray bottles must be labeled and product replenished daily.
- Sanitize hand contact surfaces
- Dispose garbage
- Clean cabin walls, ceilings as required
- Dust cabin air vents
- Clean cabin door handles
- Ensures personal appearance, hygiene and uniform are in accordance with company rules and regulations at all times.
- Ensure Personal Protective Equipment is used, and proper procedures are followed at all times.
- Possess knowledge and comply with Shipsan, the European sanitation program, and the United States Public Health rules and regulations pertaining to assigned work.
- Follow supervisor’s instructions regarding present responsibilities, or any new duties assigned.
- Ensures proper procedures and instructions are followed at all times to prevent damage of any kind to ship or company property.
- Maintains a safe and sanitary environment for guests and fellow employees.
- Respond correctly to guest questions regarding ship’s schedule, itinerary, ports of call, and onboard services when encountering guests in public areas or cabins.

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

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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
- FBS/ICS Apollo Inventory system

Education/experience/certifications

- High School education preferred.
- Minimum of two years of related experience and/or training in the hospitality field.
- 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.

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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.

I have read and discussed the above and fully understand the description of my job and agree to abide by this description of my duties as outlined before. This Job Description should be considered as guideline and may be adjusted for the smooth operation of the ship's board operation.

Signatures

Assignor's Signature

Assignee's Signature

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