

Position Title: F&B Administrative Assistant

Reports To: Food & Beverage Manager

Direct Reports: N/A

Effective Date: April 2005

POSITION SUMMARY

This position is responsible to provide administrative duties to the Food & Beverage Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

To support Celebrity Cruises' mission of sustaining "the world's ultimate premium cruise line with a taste of luxury," all duties and responsibilities are to be performed in accordance with Celebrity Cruises' Pillars of Safety, Service and Style, ISM/ISO and SQM standards, USPH guidelines, and environmental regulations.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

1. In accordance with Celebrity Cruises' Pillars of Safety, Service and Style, as well as through Celebrity Connections, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions with guests or fellow shipboard employees and/or in the presence of guest contact and Celebrity Family Member (CFM) areas.
2. Performs secretarial duties such as checking and answering emails, posting notices, printing out ratings reports and comment cards. Schedule appointments and maintain filing systems. Make copies of correspondence or other printed materials. Distribute emails and fax messages as required. Composes routine letters and correspondence. Route and answer correspondence not requiring the F&B Manager, Executive Chef or Bar Manager's attention. Keep the F&B Manager informed of outstanding issues as they may arise by utilizing a tickler file system.
3. Operate computer equipment, software and printer to perform necessary word processing functions, in accordance with technical manuals and established procedures. Utilizes spreadsheet software packages for basic mathematical formulas and graphic presentation of information.
4. Welcomes new shipboard employees, familiarizes them with the ship's environment and introduces the new CFM to their respective

Department Head. Works in conjunction with the CFM Purser's office to assist with new CFMs in order to familiarize them with their assigned accommodations, uniform shop, CFM laundry, and other facilities onboard. Ensures each new CFM has all the required uniforms and tools to start working.

5. Distributes appropriate business materials, reviewing emergency procedures, etc. Explains administrative tasks i.e., time and attendance sheets, training programs, etc. to all new joining CFMs.
6. Responsible for meal counts in the galley on a daily basis by utilizing the MCS software. Records meal counts data and guest count information on a daily basis. Prepares meal count reports and submits these reports to the appropriate shipboard management.
7. Prepares and submits repair request orders. Updates and maintains the Repair Request Recap for the Food & Beverage department on a per voyage basis.
8. Prepares end of voyage reports: End of Voyage Analysis Forms, End of Voyage Bar Cost Report, CFM Locations Closing Report, Wine Cellar Closing Inventory, etc., and submits all of these reports to the respective shore side person as well as the appropriate shipboard management.
9. Maintains and files all departmental related reports, USPH related logs and records i.e., Time & Temperature Control Sheets, USPH Training Attendance and Schedules.
10. Enters Time & Attendance records in the Kronos system. Responsible to prepare all Time & Attendance related reports and informs the F&B Manager immediately if there are non-compliances or discrepancies. Distributes and collects Time & Attendance Time Sheets.
11. Facilitates, schedules and coordinates all departmental training activities, seminars and all other work related activities with the employees and the respective trainers. Attends training, seminars and activities, if needed and keeps records of all training sessions and seminars.
12. Coordinates and arranges meetings for the F&B Department, prepares agendas in conjunction with respective department heads, advises on location and time of the meeting, and records minutes of meetings.
13. Orders and maintains office-related supplies and arranges for equipment maintenance.
14. Performs related duties as required. This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job related duties assigned by their supervisor or management.
15. All records and reports received onboard the vessel are company's property and shall be considered confidential. The F&B Administrative Assistant should not

discuss these documents with anyone outside of the Company or with any member of the Celebrity Family.

FINANCIAL RESPONSIBILITIES

Financial responsibilities for budget, expenses and/or achievement of revenue targets.

- This position is responsible for direct cost containment through the proper use of courtesy gestures, supplies and the reward of prizes.

MOTIVATIONAL RESPONSIBILITIES

People management responsibilities to ensure optimal performance of the function.

- This position does not have supervisory responsibilities.

QUALIFICATIONS

Minimum hiring, language and physical requirements to perform the job.

Two to three years of word processing experience in a secretarial capacity preferred.

Ability to type 40-50 WPM.

Hiring Requirements:

- Working knowledge of computers in a Window environment with emails Microsoft Word, Excel and related printers and equipment.
- Knowledge of standard office procedures and organization skills. Ability to operate basic office equipment, including telephone, copy machine, fax, adding machine, etc.
- Excellent interpersonal skills to communicate with all levels of management and employees.
- Excellent organizational skills.
- Completion of high school or GED required; university degree preferred.

Language Requirements:

- Ability to speak English clearly, distinctly and cordially with guests.
- Ability to read and write English in order to understand and interpret written procedures. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.
- Ability to speak additional languages such as Spanish, French or German preferred.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Ability to lift and/or move up to 50 pounds.