

Job Selection is announcing
Interview with SEACHEFS
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At Job Selection office in Brasov



JOB DESCRIPTIONS

Baker/ Pastry Chef f/m

Key areas of responsibility:

- Will adhere to the specified written or verbal instructions/tasks given by his/her superior
- Responsible for the preparation of dishes at his/her assigned station in the bakery
- In charge of the organisation of goods/provisions
- Supervises his/her station and controls other areas of the galley
- Improves his/her station in areas where necessary
- Own quality control
- Controls and maintains the cleanliness and safety precautions within his/her area together with hygiene standards in compliance with HACCP regulations
- In charge of careful handling of all equipment and machinery in his/her area
- Assists wherever help is required

Qualification:

- Diploma (pâtissier/baker) Job experience as a baker (several years)
- Preferably hotel or (on-board) cruise ship experience

Requirements:

- Trustworthy and able to work on his/her own initiative
- Cost and quality awareness
- Flexible, reliable and able to work under pressure
- Clean appearance
- Works in a professional manner and is able to motivate his/her employees
- Knowledge of English language

Barkeeper f/m

Key areas of responsibility:

- Will work in accordance with the specified written and verbal instructions/duties given by his/her superior
- Serves beverages as well as preparing "universally well-known" cocktails
- Stocks and inventory control Internal beverage request
- Correct posting in POS system
- Maintains the inventory control together with the Maitre d'Hotel
- Sales-orientated work
- Own quality control
- Takes care of the cleanliness in his/her area
- Works in accordance with all relevant safety and environmental as well as hygiene (HACCP) regulations in the service area
- Careful handling of all equipment and machinery in his/her working field
- Assists wherever help / preparations needed at the bars / in the service area

Qualification:

- Professional skills and experience in restaurants / hotels / bars
- Several years' job experience as a barkeeper
- Special knowledge in the field of restaurant and bar service
- Competence in English

Requirements:

- Trustworthy, efficient and creative
- Cost and quality awareness

- Excellent organisational skills
- Pleasant and polite manners
- Communication skills especially when dealing with passengers
- Well-groomed and clean appearance

Cabin Stewardess f/m

Key areas of responsibility:

- Will adhere to the specified written or verbal instructions/tasks given by her superior
- Thoroughly cleans cabins in the assigned section in accordance with the standardised set-ups
- Cleanliness and tidiness in all pantries and lockers
- Willing to work beyond duty hours, maintains the cleanliness of all equipment
- Room service
- Excellent organisational skills
- Own quality control
- Controls and maintains the cleanliness and safety precautions within her area together with hygiene standards in compliance with HACCP regulations
- In charge of careful handling of all equipment and machinery
- Assists wherever help is needed within the housekeeping department

Qualification:

- Experience in the hotel business trade
- Some experience in cleaning

Requirements:

- Trustworthy, efficient and able to work under pressure
- Cost and quality awareness
- Pleasant and courteous manner
- Well-groomed and clean appearance
- Knowledge of English language

Chef de Partie f/m

Key areas of responsibility:

- Will adhere to the specified written or verbal instructions/tasks given by his superior

- Responsible for the preparation of dishes at his assigned station in the hot galley
- In charge of the organisation of goods/provisions
- Supervises his station and controls other areas of the galley
- Improves his station in areas where necessary
- Continuous maintenance and improvement of quality standards
- Controls and maintains the cleanliness and safety precautions within his area together with hygiene standards in compliance with HACCP regulations
- In charge of careful handling of all equipment and machinery in his area
- Assists wherever help is required

Qualification:

- Diploma (cook) Job experience as a cook (several years)
- Preferably on-board cruise ship experience

Requirements:

- Trustworthy and able to work on his own initiative
- Cost and quality awareness
- Flexible, reliable and able to work under pressure
- Well-groomed and clean appearance
- Works in a professional manner and is able to motivate his employees
- Knowledge of English language

Commis de Cuisine f/m

Key areas of responsibility:

- Will adhere to the specified written or verbal instructions/tasks given by his/her superior
- Responsible for the preparation of dishes at his/her assigned station in the galley and buffet preparation
- Organisation of internal goods request
- Economic and commercial food handling
- Supervises his/her station in accordance with the entire galley operations
- Improves his/her station in areas where necessary
- Own quality control
- Works in accordance with all relevant safety and environmental as well as hygiene standards in compliance with HACCP regulations

- Careful handling of all equipment and machinery in his/her working field
- Assists wherever help is needed

Qualification:

- Diploma (cook)
- Job experience as a cook as well as hotel or (on-board) cruise ship experience

Requirements:

- Trustworthy and able to work on his/her own initiative
- Flexible, reliable and able to work under duress
- Cost and quality awareness
- Clean appearance Works in a professional manner and is able to motivate his/her colleagues
- Organizational skills
- Knowledge of English language

Executive Chef f/m

Key areas of responsibility:

- Responsible for the entire galley sector - supervision and coordination of all operations in the assigned department
- Responsible for ordering / purchasing of food in cooperation with the hotel manager
- Cost and budget control of entire galley sector, analysing of costs together with the hotel manager
- Planning and compiling menus according to the preset standards and budgets
- Implementation as well as continuous maintenance and improvement of the quality standards
- Responsibility for the adherence to all relevant hygiene (HACCP), safety and environmental regulations in the galley
- Responsibility for the careful handling of all equipment and machinery in the galley
- Always available as contact for passengers regarding inquiries, complaints and suggestions for food and meals
- Always available as contact for all those working in the galley sector
- Motivates the galley crew to provide excellent service
- Planning, organising, delegating special functions in the galley
- Coordinating service schedules in the galley department
- Coordinating vacation schedules in the galley together with the hotel manager

Qualification:

- Professional diploma as a cook, preferably chef de cuisine's diploma
- Experience as executive chef in a variety of operations or internal qualification
- Supplementary courses / training
- Experience in managing complaints
- Good knowledge of English language
- German is an advantage

Position requirements:

- Specialist competence, ability to work under stress, reliability, creativity
- Cost and quality awareness
- Self-assured and calm manner towards staff and passengers
- Well-groomed and clean appearance
- Leadership skills, capable of motivation

Galley Utility f/m

Key areas of responsibility:

- Performs cleaning tasks and waste separation in the galley according to detailed written work instructions and verbal instructions of superiors
- Works in accordance with all relevant safety and environmental as well as hygiene standards in compliance with HACCP regulations concerning the galley
- Careful handling of all equipment and machinery in his working field
- Assists wherever help is needed including washing the dishes, general cleaning of galley and stores

Qualification:

- No vocational training required

Requirements:

- Ability to work under duress, flexibility
- Reliability
- Willing to work
- Clean appearance
- Quality awareness

Hotel Manager f/m

Key areas of responsibility:

- Responsible for all hotel operations on board - supervision and coordination of all operations in the service, galley, hotel inventory controlling and administration departments
- Answerable to the shore-side management for all activities pertaining to the professional management of the hotel operations and for complying with all hotel-related policies, standards and procedures
- Cost and budget control of entire hotel operations, answerable to the shore-side management for all commercial questions, costs as well as income
- Implementation as well as continuous maintenance and improvement of the quality standards
- Responsibility for the adherence to all relevant hygiene (HACCP), safety and environmental regulations in the entire hotel operations
- Responsibility for the careful handling of all equipment and machinery in the entire hotel operations
- Always available as contact for passengers regarding inquiries, complaints and suggestions concerning the entire hotel operations
- Motivating staff, paying attention that service is carried out in a friendly, competent manner Planning, organizing, delegating special functions in the hotel operations
- Checking service schedules for the hotel departments
- Establishing vacation schedules together with the shore-side management

Qualification:

- Professional training / diploma in the hotel / catering sector
- Several years' practical experience in hotel operations (or internal qualification)
- Experience in managing complaints
- Proficient English language skills as well as good general education

Requirements:

- Leadership skills, assertiveness, flexibility and organisational skills; capable of motivating the staff
- Self-assured and calm manner towards staff and passengers
- Pleasant and polite manner, well-groomed appearance
- Cost and quality awareness

Laundry Steward f/m

Key areas of responsibility:

- Responsible for the work in the laundry in accordance with the detailed written instructions/tasks and verbal instructions given by his/her superior
- Maintains an inventory of all linen/towel stock
- Maintains a sufficient supply of cleaning materials and handles them in the correct manner
- Own quality control
- Ensures that all work in the laundry is carried out in compliance with the relevant on-board safety and environmental regulations as well as HACCP standards
- In charge of careful handling and maintenance of all equipment and machinery in the laundry

Qualification:

- Specialised knowledge of laundry operation
- Specialised knowledge of detergents, cleaning agents and machinery

Requirements:

- Trustworthy and able to work under pressure
- Flexible, efficient and reliable
- Willing to work
- Clean appearance
- Quality awareness

Maitre d' Hotel f/m

Key areas of responsibility:

- Managing the entire service department as a decision-maker
- Control and enforcement of the quality standards in the service area
- Responsibility for the sufficient supply of material, equipment and personnel for all service operations according to the prescribed standard
- Ensuring smooth service operations
- Obligation to attend during restaurant and buffet service
- Responsibility for the adherence to all relevant hygiene (HACCP), safety and environmental regulations in the entire service area
- Responsibility for the careful handling of all equipment and machinery in the entire service area
Always available as contact for passengers regarding inquiries, complaints and suggestions in the service area

- Always available as contact for all those working in the service department
- Motivates service crew to provide excellent service
- Planning, organising, delegating special functions in the service area
- Coordinating service schedules in the service department
- Coordinating vacation schedules in the service department together with the hotel manager

Qualification:

- Professional training as hotel / restaurant specialist or evidence of relevant experiences within the area (e.g. by internal qualification), final qualification of a hotel vocational school desired
- Several years` of practical experience
- Excellent knowledge of service and galley area, especially of beverages and wines
- Experience in managing complaints
- Very good knowledge of English language

Requirements:

- Specialist competence, ability to work under stress, reliability, creativity
- Pleasant and polite manner, smart and well-groomed appearance
- Cost and quality awareness
- Self-assured and calm manner towards staff and passengers
- Smart appearance
- Leadership skills, capable of motivating staff

Night Watch f/m

Key areas of responsibility:

- Operates in accordance with ISM safety rules and regulations as well as with company policy and in the interests of the owner at all times
- Knows and adheres to company regulations, SOPs and ISM, especially where relevant to the ship's operation
- Ensures passenger satisfaction through proper handling of their issues / situations
- Passenger cash payments
- Daily settlement with restaurant stewards and barkeeper
- Checking the day's bookings Booking invoices and delivery receipts
- Crew / passenger charges (phone calls, faxes, postcards, etc)
- In charge of wake-up calls
- Passengers` passports – safe keeping and logging
- Cleanliness of the front desk and back office
- Prepares passenger landing forms whenever requested

- Completion of any other task / paperwork requested by chief purser or crew purser

Qualification:

- Proficiency in computer skills / knowledge
- Customer service orientated
- Experience in cash handling procedures
- Good training and organisational skills
- Good English skills and knowledge of another foreign language
- Several years' experience in front desk operation, night duties preferred

Job requirements:

- Ability to work under duress and on his/her own initiative, reliability
- Trustworthy person, maintaining confidentiality at all times
- Good administrative skills
- Self-assured and calm manner towards staff, passengers and authorities
- Good communication skills
- Well-groomed and of clean appearance

Purser f/m

Key areas of responsibility:

- Head of administration
- Responsible for the implementation and maintenance of the quality and accounting standards, rules and regulations in the administration department as laid down in the hotel management manual
- Responsible for the adherence to all specified written regulations, verbal instructions and tasks given by the shore-side hotel operations and the hotel manager
- Responsible for the ship's clearance, ship's cashbook, passenger / crew accounting, reception (front office / back office), crew list, ship's certificates
- Reports to the hotel manager for all matters relating to the purser desk operation and to manage efficiently all financial details for all passenger and crew service issues aboard the ship
- Knows and adheres to company regulations, SOPs and ISM, especially where relevant to the ship's operation
- Operates in the interests of the owner and supplier at all times
- Maintains an accurate and up to date manual for completion of responsibilities as laid out in job description
- Performs the end of cruise reports and analysis according to the preset scheme
- Deals with any passenger queries regarding accounting matters
- Oversees the supervision of the passenger service at the front desk

- Supervision of the crew purser
- Oversees passenger embarkation and disembarkation and medical disembarks
- Always available as a contact and to motivate the crew in the department
- Responsibility for the careful handling of all equipment and machinery in the department
- Responsible for planning, organising, delegating special functions in the department
- Organises vacation schedules in the administration department together with the hotel manager

Qualification:

- Several years' experience in accounting and administration
- Experience in managing complaints
- Computer knowledge of the relevant IT systems and Word, Excel, e-mail
- Fluent in English (written and spoken); if possible knowledge of an additional foreign language
- Training skills gained within the hotel business or (on-board) cruise ship experience

Requirements:

- Ability to work under duress and on his/her own initiative, good decision-maker
- Reliable, trustworthy person, maintaining confidentiality
- Administrational skills, costs, currencies and quality awareness
- Self-assured and calm manner towards staff, passengers and authorities
- Good leadership skills, capable of motivation, service and quality orientated
- Good communication skills
- Well-groomed and of clean appearance

Receptionist f/m

Key areas of responsibility:

- Will adhere to all specified written regulations and verbal instructions / tasks given by the hotel manager
- Performs the daily routine at the reception desk
- Deals with any passenger queries in a confident manner as well as solving any passenger problems
- Able to work on his/her own initiative in accordance with the set standards and regulations
- Adheres to the quality standards, rules and regulations in the administration department
- Confidentiality of all paperwork
- Correct posting in the respective EDP system

- Foreign exchange
- Works in accordance with all relevant safety and environmental as well as hygiene regulations in his/her area while also maintaining the cleanliness of the reception area
- Careful handling of all equipment and machinery in his/her working field
- Assists wherever help is needed

Qualification:

- Professional skills gained within the hotel business or on-board cruise ship experience
- Several years' experience as assistant purser / receptionist
- Knowledge of the relevant EDP systems
- Competence in English language

Requirements:

- Trustworthy and able to work on his/her own initiative as well as in a team
- Costs, currencies and quality awareness
- Pleasant and polite manner
- Well-groomed and clean appearance

Restaurant Steward f/m

Key areas of responsibility:

- Will work in accordance with the specified written or verbal instructions/duties given by his/her superior
- Preparation and correct serving of breakfast, lunch and dinner
- Beverage service in restaurants and public rooms
- Sales-orientated work in the service area
- Correct posting in POS system
- Takes care of the cleanliness in his/her area
- Own quality control
- Works in accordance with all relevant safety and environmental as well as hygiene (HACCP) regulations in the service area
- Careful handling of all equipment and machinery in his/her working field
- Assists wherever help is needed

Qualification:

- Professional skills and experience gained in restaurants / the hotel business / aboard cruise ships

- Several years' job experience
- Excellent knowledge of restaurant service (menus and beverages, especially wines)
- Competence in English

Requirements:

- Trustworthy, efficient and able to work under duress
- Cost and quality awareness
- Organisational skills Pleasant and polite manner
- Excellent communicational skills
- Well-groomed and clean appearance

Sous Chef f/m

Key areas of responsibility:

- Reports to the Executive Chef Coordinate the work within the galley department to achieve a smooth running operation
- Coordinate the receipt, preparation and service of food in order to give the best product to the passenger whilst maintaining budgets
- Maintain the high standards of quality and service established in the policies and procedures in the Manual
- Responsible for the operation of the hot and cold galley including storing places, fridges and all other Food preparation outlets
- The Sous Chef is directly responsible that all his direct and indirect subordinates are fully aware of company standards concerning food production, food presentation, food handling, controlling procedures and the vessel sanitation and health program

Qualification:

- Professional diploma as a cook
- Experience as Sous Chef in a variety of operations or internal qualification
- Supplementary courses / training
- Good knowledge of English language
- German is an advantage

Position requirements:

- Specialist competence, ability to work under stress, reliability, creativity

- Cost and quality awareness
- Self-assured and calm manner towards staff and passengers
- Well-groomed and clean appearance
- Leadership skills, capable of motivation

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