

CREW PURSER

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- Crew Purser handles the administration of the crew in all matters.

REPORTS TO

- Hotel Director, Food & Beverage Manager, Chief Purser

SUBORDINATE PERSONNEL

- None

AREAS OF RESPONSIBILITY

- Sign ON and sign OFF all crew.
- Checks if new sign ON crew member have all necessary documents (STCW 95, Medicals etc)
- Cabin Assignments for Officers, Staff and crew.
- Issues the crew identification cards.
- Coordinates with the department heads the crew rotation and vacation schedule.
- Presently all the company's policies and procedures to crew member.
- Communicate with shore side office regarding all new issues, deck and engine,
- Directly to the company. Hotel crew issues in the hotel department ashore to the company.
- Prepares payroll and pays the monthly salaries to all ship personnel.
- Assure that all crew signed the ship's articles.
- Prepare and keep and update of the crew list and crew cabin list.
- Prepare and keep an update of the crew effect list.
- Assist the Chief Purser with the custom clearance.
- Have continuously open hours in your office to hear all the crew matters which they have and support them as good as possible.
- Inform the crew continuously concerning cabin standards and hygiene.
- Put the ship rules which have to do with crew following up on your pin wall.
- Instruct and support new crew members onboard. They can do just a good job if they know how they have to live and arrange everything in crew areas.
- Attend the crew cabin inspections.
- Control with open eyes the crew showers and toilettes and inform in case of uncleanness the Housekeeper.

- Collect all certificates from the embarking crew, Safety Officer has do check all the documents.
- Crew Purser receives from Safety Officer Instructions concerning safety numbers of embarking crew. Crew Purser is not authorized to assign safety numbers to crew.

APPEARANCE/PERSONAL HYGIENE

- The appearance of the entire personnel on board the ship reflects the reputation and image of the Company; therefore a great deal of emphasis is placed on a professional appearance.
- The Company expects you to maintain the highest standard of personal appearance and hygiene at all times.
- Approach passengers in a friendly manner; show a helpful attitude at all times,
- Always have a smile and be courteous and pleasant.
- Good grooming, clean uniforms, appropriate shoes and hygiene care should be part of the basic qualities.
- Always use a deodorant, cologne (make up) and mouth wash.
- Be punctual when reporting for duty and check your work schedule to terminate when you will work.
- If in passenger areas full uniform is to be worn: hat, scarf, jacket, name tag, pants and proper shoes.
- Have a clean neat personal appearance.
- Special attention to grooming, hygiene care and clean and proper uniforms and shoes.
- Hair must be well groomed, neat and not extend over the shirt collar and always be kept clean.
- A moustache is acceptable if kept neatly trimmed.
- Big earrings and big necklaces are not to be worn on duty and more than one moderate size ring is not acceptable.
- Smoking is not permitted while on duty.