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**SPHM
HOSPITALITY**

CRUISE JOB DESCRIPTIONS (DECK DEPARTMENT)



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Cruise Job Descriptions

CRUISE SHIP CAPTAIN / MASTER JOBS

Captain Job Description and Duties:

- ✓ The Captain is the highest ranking officer and the Master of the cruise ship
- ✓ Reports directly to the Home Office of the cruise line
- ✓ Responsible for all operations aboard the vessel, including but not limited to navigation, safety and medical care of all souls aboard (both guests and crew), protection of environment in compliance with the cruise line's policies, local authorities and International Maritime Law
- ✓ The Master has a full authority to make executive decisions in order to preserve the life and safety of the ship's personnel and guest and must apply extreme care and proper judgement according to any given situation
- ✓ Ensures that the Staff Captain as a second in command is aware of all aspects of operations of the ship and is capable to assume Master's functions at any time
- ✓ Fully responsible for crisis management and course of action in case of emergency, the only person authorized to issue the "abandon ship" order should he/she decides that this is the only option for saving the lives of all souls aboard the vessel
- ✓ Carries out social responsibilities such as appearing at the Captain's Welcome Cocktail Party, Welcome Aboard Party, Captain's Circle Party (for repeated cruisers) etc.
- ✓ According to the International Maritime Law the Master has the authority to conduct wedding ceremonies when the ship is located in international waters
- ✓ Ensures that all ship's charts, documents, certifications are up to date and compliant with the cruise line policies and local authorities requirements
- ✓ Makes sure that all safety equipment - lifeboats, life rafts, watertight doors, splash doors, fire doors, sprinkler systems etc. are in proper working condition
- ✓ Ensures that all new crew members are instructed regarding their emergency duties according to the cruise line safety policy
- ✓ Makes sure that the ship is seaworthy in all respects and prepared for the conditions anticipated for the voyage including correct trim and stability





Cruise Job Descriptions

Master Job Requirements:

- National Certificate of Competency (Unlimited Master's license) plus all applicable STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Minimum three years experience in a Master or Staff Captain role aboard a cruise vessel
- Excellent verbal and written command of the English language
- Supreme leadership and decision making skills along with ability to work under pressure in multicultural environment

Captain / Master Salary Range:

\$8000 to 10000 U.S. per month and up depending on the cruise line and time served with the company.

Cruise Job Descriptions

CRUISE SHIP JOBS - STAFF CAPTAIN

Staff Captain Job Description and Duties:

- ✓ The Staff Captain is the second in command aboard the cruise ship and Head of the Deck Department
- ✓ Reports directly to the Master
- ✓ Must be familiar with all duties and responsibilities of the Master and should be able to assume command of the vessel at any time
- ✓ Oversees all activities taking place on the bridge during docking, maneuvers, departure and at open sea
- ✓ Responsible for all navigational aspects of ship's operations and watch keeping schedules and assignment of duties
- ✓ Responsible for the fresh water supplies and consumption aboard the vessel (in conjunction with the Chief Engineer)
- ✓ Ensures that all ship's stability calculations and verifications are made for the intended voyage and trains the subordinate deck officers in performing these functions
- ✓ Ensures that all ship officers, staff and crew are properly trained regarding emergency procedures and attend safety drills on regular basis
- ✓ Makes sure that all lifesaving equipment is in proper working order and ready for an immediate use
- ✓ Ensures the correct implementation of "crew rounds" (crew cabins safety inspections) and in-port manning
- ✓ Responsible for the budget and inventory control of the department, making sure that expenditures stay within or below the company budget
- ✓ Oversees all aspects of safety and security issues of the ship, guests, staff and crew; investigates accidents, incidents and non-conformities in conjunction with the Safety Officer and Security Officer
- ✓ Responsible for planning, execution and safe operation of tendering services when the ship is at anchor (not docked at a pier)
- ✓ Authorizes all guests or crew tours of the bridge, theater backstage or other restricted areas of the ship as conditions permit



Staff Captain Job Requirements:

- National Certificate of Competency (Unlimited Master's license) plus all applicable STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Minimum one year experience as a Deck Officer (minimum 6 months as a Staff Captain or 1st Officer) aboard a cruise vessel
- Excellent verbal and written command of the English language
- Strong leadership and managerial skills along with ability to work in multicultural environment



Cruise Job Descriptions

Staff Captain Salary Range:

\$6000 to 8000 U.S. per month and up depending on the cruise line and time served with the company.

Cruise Job Descriptions

CRUISE SHIP SAFETY OFFICER JOBS

Safety Officer Job Description and Duties:

- ✓ Depending on the cruise line, the Safety Officer may or may not be required to perform bridge watch keeping duties
- ✓ Reports to the Staff Captain
- ✓ Directly responsible for the on board safety and accident prevention program
- ✓ Coordinates and organizes all aspects in the management of an emergency situation
- ✓ Coordinates all passenger and crew safety drills and along with other appointed deck officers performs safety instructions to crew and staff members from all shipboard departments
- ✓ Trains lifeboat, life raft, emergency evacuation and fire-fighting parties and operating crew
- ✓ Assist the Staff Captain in the preparation of the lists of in port manning personnel for all departments and hands them to the department heads for internal distribution
- ✓ Oversees the maintainance and inspects all supply sources - accumulators, batteries and uninterrupted power supply of all emergency equipment as well as the emergency generator and lights
- ✓ Responsible in conjunction with the Staff Chief Engineer for all the fire-fighting and lifesaving equipment aboard the ship - Lifeboats, life rafts and launching devices, life jackets, life rings, fire alarms and detection systems, sprinkler system, fire extinguishers, watertight and fire doors, fire and bilge pumps. Advises the Staff Captain of any defects or malfunctions of safety related equipment
- ✓ Makes sure that the public address system is in proper working order and is well heard in all passenger and crew cabins
- ✓ Keeps records of safety drill activities and exercises in the deck logbook
- ✓ Prepares monthly reports to be handed to the Staff Captain
- ✓ Responsible for budget and cost containment through the proper use, handling and maintenance of supplies and equipment



Safety Officer Job Requirements:

- Chief or 1st Officer license and all required STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Minimum two years experience as a Deck Officer (minimum one year as a 1st or 2nd Officer) aboard a passenger vessel
- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Decision Making, coaching and team building skills



Cruise Job Descriptions

Safety Officer Salary Range:

\$5000 to 8000 U.S. per month depending on the cruise line and time served with the company. Possibilities for promotion to a Staff Captain position.

Cruise Job Descriptions

CRUISE SHIP ENVIRONMENTAL OFFICER JOBS

Environmental Officer Job Description and Duties:

- ✓ The EO (ECO) aboard a cruise ship is not required to stand watch keeping duties, except in rare cases such as crisis situation or inability of another Deck Officer to attend duties
- ✓ Reports directly to the Master of the ship regarding any environmental compliance matters, for all other aspects the EO reports to the Staff Captain
- ✓ Has a full access to every place on the ship as well as to any officer, staff and crew member
- ✓ Performs internal environmental audits and relays the results to the Master and the Shore Environmental Manager
- ✓ Ensures that the ship is in a full compliance with all local and international environmental laws as well with the cruise line's environmental policy
- ✓ Ensures that all pollution preventing and waste handling equipment is working properly and pays special attention to recycling and hazardous materials handling issues
- ✓ Acts as an adviser to the Master, Chief Engineer and all other heads of departments on environmental compliance, policies and procedures
- ✓ Reviews all environmental records for completeness and accuracy - integrated pest management records, ballast water handling, sewage and gray water discharge logbook, oil record book and garbage record book
- ✓ Conducts the training of all shipboard personnel in environmental policies and procedures
- ✓ Supervises members of the ship's waste management team in order to ensure that work is carried out efficiently and according to all company environmental policy guidelines



Environmental Compliance Officer Job Requirements:

- Deck Officer license OR Engine Officer license with COC class 2 OR Environmental related degree plus all required STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Some experience as a Deck or Engine Officer aboard a passenger vessel
- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Good administration skills and ability to prioritise
- Decision Making, coaching and team building skills



Cruise Job Descriptions

Environmental Officer Salary Range:

\$5500 to 8300 U.S. per month depending on the cruise line and time served with the company. Possibilities for promotion to a Staff Captain position.

Cruise Job Descriptions

CRUISE SHIP 1ST OFFICER - NAVIGATION JOBS

1st Officer Job Description and Duties:

- ✓ Reports to the Captain (Master) and to the Staff Captain
- ✓ The 1st Officer is a bridge Watch keeper (Officer of the Watch or OOW) and on behalf of the Master is responsible for all navigational and watch keeping issues
- ✓ The OOW may act as the bridge manager, monitoring the bridge operation and watch keeping, reporting any deficiencies related to the navigational, safety, security and environmental aspects of the operations to the Staff Captain
- ✓ Responsible for the voyage planning, execution and monitoring of current and future cruises, assessing accurate weather forecasts and navigational warnings for the relevant area prior departure according to the Master's standing orders
- ✓ Ensures that all navigational equipment, electronic instruments, navigational lights, standard and emergency signalling devices are in proper working condition and serviced on regular basis by the technical department
- ✓ Makes sure that all navigational charts required for the voyage are available and up-to-date
- ✓ Keeps the Master updated regarding all aspects of the navigational progress during the cruise, such as current position, speed etc.
- ✓ Ensures the all information required for safe navigation is available, such as the appropriate sailing directions, light lists, tidal information etc.
- ✓ Responsible for the ship's stability system during his/her watch and in general assisting the Staff Captain in this duty
- ✓ Attends mooring stations and makes sure that mooring or anchoring is always performed in a safe manner
- ✓ Maintains both the Deck and the Official Log Books
- ✓ Participates in safety drills and assists the Safety Officer in related crew training



First Officer Job Requirements:

- Unlimited Officer of the Watch certification plus all required STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Minimum 6 months experience in similar or subordinate position on board ships and up to date experience of all current navigational electronics and computerized equipment
- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Good administration skills and ability to prioritise
- Decision Making, coaching and team building skills



Cruise Job Descriptions

1st Officer - Navigation Salary Range:

\$5500 to 8000 U.S. per month depending on the cruise line. Possibilities for promotion to a Staff Captain position.

Cruise Job Descriptions

CRUISE SHIP JOBS - 2ND OFFICER

2nd Officer Job Description and Duties:

- ✓ The 2nd Officer is a Navigation and Watch Keeping Officer and Bridge Team Member
- ✓ Reports to the Master and to the Staff Captain
- ✓ During his/her watch the 2nd Officer is representing the Master and is in command on the bridge
- ✓ Responsible for the safe navigation of the vessel
- ✓ During the watch adheres to the emergency procedures and monitors bridge equipment and watertight doors status
- ✓ Ensure that the bridge is operated in accordance with all applicable regulations and company policies, during all prevailing circumstances and conditions
- ✓ Updates the various bridge logs - Bridge Log Book, Garbage Log Book, Ballast Log, etc.
- ✓ Assist the lower-ranked deck Officers in familiarization with the bridge instruments and equipment
- ✓ While the ship is in port the Watch Keeping Officer observes gangways, supervises the moorings and is aware of any significant work in progress as well as monitors the in-port manning duties
- ✓ When the ship is anchored the OOW makes sure that tender operations are performed in a safe manner and according to schedule
- ✓ Responsible for the ship's stability system during the watch
- ✓ Assists the Safety Officer with related crew training and participates in safety drills



Second Officer Job Requirements:

- Unlimited Officer of the Watch license plus all required STCW 95 certificates
- Diploma from an accredited maritime training school or facility
- Minimum 6 months experience as a Deck Officer on board ships and up to date experience of all current navigational electronics and computerized equipment
- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Good administration skills and ability to prioritise
- Decision Making, coaching and team building skills

2nd Officer - Navigation Salary Range:

\$4700 to 7000 U.S. per month depending on the cruise line. Possibilities for promotion to First Officer position.

Cruise Job Descriptions

CRUISE SHIP JOBS - 3RD OFFICER

3rd Officer Job Description and Duties:

- ✓ The Third Officer is an assistant to the OOW or the Junior Watch Keeping Officer on the ship
- ✓ Reports to the Officer of the Watch (either 1st or 2nd Officer) for navigation and watch keeping aspects and to the Staff Captain for all other issues
- ✓ Acts as a co-navigator on bigger ships, on smaller vessels could perform OOW functions during a day time as delegated by the Master
- ✓ Keeps the Master informed at all times of the navigational progress of the voyage and some specifics - current location, speed etc.
- ✓ Must be familiar with the voyage plan and the Captain's standing and specific orders
- ✓ Participates in mooring and anchoring operations as well as monitors tender operations
- ✓ Drives tenders when required by the Staff Captain
- ✓ Must be familiar with the duties of the 2nd Officer be able his/her functions if needed
- ✓ Assists in the supervision and maintenance of all life saving devices, such as lifeboats, life rafts, life rings, launching appliances, pilot ladders and rescue boats
- ✓ Assists in the organisation of safety training inductions of the newly joined crew and monitors attendance at safety drills



Third Officer Job Requirements:

- Unlimited Officer of the Watch license plus all required STCW 95 certificates
- National Certificate of Competency endorsed by the Flag State
- Diploma from an accredited maritime training school or facility
- 1 year experience on board ships at a minimum position of Deck Cadet
- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Decision Making, coaching and team building skills

3rd Officer - Navigation Salary Range:

\$4500 to 6200 U.S. per month depending on the cruise line. Possibilities for promotion to Second Officer position.

CRUISE SHIP APPRENTICE DECK OFFICER JOBS

Apprentice Deck Officer Job Description and Duties:

The Apprentice Programs of cruise lines attract apprentices from Maritime Schools and Universities worldwide eager to learn about the marine operations within a major cruise line using the latest technologies and collaborating with the leaders in the industry. This position should not be mixed up with a [Deck Cadet Program](#). The candidates for Apprentice Deck Officer must be Nautical School students or graduates who are seeking practical experience or young Navigation Officers working aboard merchant or military vessels and looking for a career with cruise lines.

Upon completion of the contract and based on evaluation of the performance, the cruise line may offer to the best apprentices regular positions as 3rd or 2nd watch-keeping Officers with future opportunities for career advancement with the company.



- ✓ A Deck (Navigation) Officer in training
- ✓ Reports to the designated Training Officer and to the Staff Captain
- ✓ Works alongside the Bridge Team Members and learns about all aspects of the safe navigational watch aboard a large cruise vessel
- ✓ Under the guidance of the Training Officer gradually becomes familiar with all navigational instruments and equipment on the bridge
- ✓ Becomes familiar with various routines taking place on the bridge - port arrival and departure, anchoring, mooring etc.
- ✓ Gains theoretical and practical knowledge about the ship's safety equipment and devices - lifeboats, life rafts, life rings, watertight doors, splash doors, fire doors, sprinkler system, fire extinguishers etc.
- ✓ Attends safety drills
- ✓ Spends time with other Departments and gains knowledge and a clear understanding of the overall operation of a cruise ship

Apprentice Deck Officer Job Requirements:

- Unlimited Officer of the Watch license (preferred, but not mandatory) plus all required STCW 95 certificates
- Very good verbal and written command of the English language, knowledge of additional languages such as German, French or Spanish is preferred
- Computer literacy - basic Windows based programs
- Ability to participate in safety drills and required training



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Apprentice Deck Officer Salary Range:

\$1800 to 2200 U.S. per month depending on the cruise line. Possibilities for promotion to 3rd or directly to 2nd Officer position.

Cruise Job Descriptions

CRUISE SHIP DECK CADET JOBS

Deck Cadet Job Description and Duties:

Some cruise lines offer fantastic Deck Cadet training programs for young people who wish to pursue a career as a Deck (Navigation) Officer aboard cruise ships. The best thing about these programs is that they are fully sponsored by the companies - once a candidate is selected, the company is paying the tuition fees and even pays a salary during the training. Upon completion of the program, successful candidates will receive a professional qualification - Certificate of Competency as an Officer of the Watch in addition to the academic qualification. The Deck Cadet training program should not be mixed up with [Apprentice Deck Officer](#) position.

While on training Deck Cadets will enjoy an adventurous lifestyle aboard some of the most glamorous cruise ships, travel the world and even get paid for it. The training uses a mixture of academic work which is combined with practical training both at college and at sea.

If for some reason you decide to move to a job ashore, your experience as a ship's deck officer will stand you in good stead. Technical and managerial skills learned at sea are readily transferable and can be developed by further training.



Deck Cadet program takes about three years to complete and is divided into several phases. Some of the phases are at a Nautical College and others are spent aboard cruise vessels serving as a Trainee Deck (Navigation) Officer and gaining valuable practical experience in marine navigation and all aspects of ship operation.

- ✓ A Deck (Navigation) Officer in training
- ✓ Reports to the designated Training Officer and to the Staff Captain
- ✓ Helps overseeing a safe navigation of the cruise vessel
- ✓ Under the guidance of the Training Officer gradually becomes familiar with all navigational instruments and equipment on the bridge
- ✓ Becomes familiar with various routines taking place on the bridge - port arrival and departure, anchoring, mooring etc.
- ✓ Supervises the Deck Ratings
- ✓ Participates in tender operations and learns to drive a tender
- ✓ Attends safety drills
- ✓ Spends time with other Departments and gains knowledge and a clear understanding of the overall operation of a cruise ship

Deck Cadet Job Requirements:

- High grade passes at GCSE (grades A - B) / Scottish Standard level (1 - 2) or the equivalent in English, Mathematics, Physics or Combined Science and at least one other subject OR a minimum of 160 UCAS

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points (including a grade A-B in A level Maths or Science) plus grades A-B in GCSE's or equivalent in Maths, English and Science

- Strong mathematical ability
- Determination, resilience, flexibility and a positive, enthusiastic approach
- Candidates will need to pass their colour and form vision test, demonstrating the absence of any colour deficiency

Deck Cadet Salary Range:

\$1500 to 2200 U.S. per month depending on the cruise line. Upon completion of the program and successfully passing the exams (approx. 3 years, including time in Nautical College and practical training aboard ships) Deck Cadets receive Certificate of Competency as an Officer of the Watch and can be promoted to a regular 3rd or 2nd Deck (Navigation) Officer positions.

Cruise Job Descriptions

CRUISE SHIP CHIEF SECURITY OFFICER JOBS

Chief Security Officer Job Description and Duties:

The Chief Security Officer is in charge of implementing the company security policies and all security operations on board the cruise ship both at sea and while in port. The key duties and responsibilities of the CSO include, but are not limited to:

- ✓ Reports to the Staff Captain and to the Master of the ship regarding all security accident, incident and crime investigation issues that may occur amongst the crew or passengers
- ✓ Responsible for the proper on-the-job training of all shipboard Security Personnel - Deputy Security Officer and Security Guards as well as training of all crew and staff aboard the ship regarding security issues
- ✓ Applies cruise line's security policies in a fashion that has little to no effect on the guests aboard the ship while in the same time ensuring that all aspects of the security program are strictly followed by the vessel's Security Personnel and the rest of the officers, staff and crew
- ✓ Responsible for maintaining security records, gangway log sheets, equipment maintenance records, security patrol log sheets, training and visitor records
- ✓ Coordinates all security activities while the ship is in port and oversees the Security Guards duties at the gangways
- ✓ Briefs the Master of the ship, the Staff Captain and all shipboard Security Personnel of the counter measures required when operating in increased security risk areas or at a higher security threat level
- ✓ Acts as a head of the investigation team in regards to any accident/incident that may occur amongst passengers or crew members and writes all required reports upon completion of the investigation
- ✓ Orders and coordinates alcohol, illegal drugs tests and cabin search
- ✓ Responsible for assigning and scheduling duties of all subordinate members of the Security Team aboard the ship
- ✓ Administers the vessel's key system, safes and vaults
- ✓ Responsible for the safe keeping and proper maintenance of all security devices and weapons that may be present aboard the ship



Chief Security Officer Job Requirements:

- Minimum of 4 years of Police or/and Military Training/Professional Experience or a combination of both
- Previous experience as a Security Officer aboard passenger ships is preferred, but not mandatory
- Must hold Basic Safety Course Certificate and appropriate licenses and certificates
- Conflict resolution, coaching, decision making and team building skills



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- Very good verbal and written command of the English language
- Computer literacy - basic Windows based programs
- Ability to work in multicultural environment

Chief Security Officer Salary Range:

\$4500 to 7200 U.S. per month depending on the cruise line and time served with the company.

Cruise Job Descriptions

CRUISE SHIP DEPUTY SECURITY OFFICER JOBS

Security Officer Job Description and Duties:

The main responsibility of the Deputy Security Officer is to control and supervise all points of entry to the cruise ship - gangways and tender docking stations. Other duties include, but are not limited to:

- ✓ Reports to the Chief Security Officer and to the Staff Captain
- ✓ Responsible for direct supervision and on-the-job training of all subordinate security staff aboard the vessel
- ✓ Enforces Captain's standing orders and company's rules and regulations aboard the ship - crew members curfew (if applicable), dress code, proper behavior etc.
- ✓ Performs security and safety inspections of the ship on regular basis in order to ensure that appropriate security measures are maintained and all safety equipment is in proper working condition
- ✓ Coordinates the ship security measures with the local port security personnel at the various ports of call
- ✓ Conducts and supervises random and scheduled searches of crew cabins and around the ship as directed by the Chief Security Officer and the Staff Captain
- ✓ Responsible for authorization and issuing of visitor's passes and ensuring that all visitors have left the vessel on time
- ✓ Responsible for supervising the search and screening of crew and guests luggage during embarkation and disembarkation of the vessel
- ✓ Performs security related briefings and training of all newly joined crew and staff members
- ✓ Schedules regular meetings with the heads of the various shipboard departments to discuss security related issues
- ✓ Makes sure that all applied security measures and precautions do not interfere with the normal operation of the vessel and cause a minimum discomfort to guests



Deputy Security Officer Job Requirements:

- Must hold Basic Safety Course Certificate and appropriate licenses and certificates
- Candidates must possess intermediate to advanced level training in all aspects of security, military or police background is preferred
- Completion of a recognized security officer course is required
- Experience as a Security Officer or Security Guard aboard passenger vessels is preferred, but not required
- Very good verbal and written command of the English language
- Conflict resolution, coaching, decision making and team building skills
- Ability to work in multicultural environment



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Deputy Security Officer Salary Range:

\$2200 to 3800 U.S. per month depending on the cruise line. Possibilities for promotion to Chief Security Officer position.

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CRUISE SHIP SECURITY GUARD JOBS

Security Guard Job Description and Duties:

The Security Guard controls points of entry to the ship and the screening process of guests, crew and their luggage. While the ship is in port the Security Guard operates at the Gangway, while on anchor - at the tender docking stations both ashore and on the vessel. The main duties and responsibilities of a cruise ship Security Guard include, but are not limited to:



- ✓ Monitors security aboard the ship 24/7 alternating day and night shifts
- ✓ Presents to the Chief/Deputy Security Officer the log of activities during the night time hours
- ✓ Performs regular safety rounds of public, crew and off-limit areas of the ship
- ✓ Conducts frequent security inspections of the crew quarters during his/hers duty hours
- ✓ Must be trained in fire prevention and basic fire-fighting techniques and in case of discovering a fire to be able to access properly situation and act accordingly until arrival of the dedicated fire-fighting team
- ✓ Must be familiar with the use and location of all safety and security related equipment aboard the vessel
- ✓ Must prevent or report to the superior Security Officer any abuse of ship's property or regulations that may occur
- ✓ Conducts random and scheduled crew cabin checks, alcohol and illegal drugs test as directed by the Chief Security Officer and the Staff Captain
- ✓ While on duty, the Security Guard must be always be alert and ready to take emergency action depending on the situation
- ✓ Attends meetings, training activities and courses as required by the cruise line regulations
- ✓ Assists the Chief/Deputy Security Officer in basic safety and security training of the rest of the officers, staff and crew aboard the ship

Cruise Ship Security Guard Job Requirements:

- Experience in the field of Security and firearms handling skills are required
- Military or/and Police background is preferred
- Experience in a role of Security Guard aboard ship is a plus
- Very good verbal and written command of the English language
- Knowledge of other language(s) is a plus
- Ability to work in multicultural environment

Security Guard Salary Range:

\$1200 to 1800 U.S. per month depending on the cruise line. Possibilities for promotion to Security Officer position.

Cruise Job Descriptions

CRUISE SHIP BOSUN (BOATSWAIN) JOBS

Bosun Job Description and Duties:

The Bosun or Boatswain is the highest ranking rating (non-officer) position in the Deck Department. The Bosun is in charge of all subordinate deck rating positions aboard the cruise ship and his/her main duties and responsibilities include, but are not limited to:

- ✓ Supervises, coordinates, coaches and evaluates all non-officer deck personal - Quartermaster, Carpenter, Able Seaman, Ordinary Seaman positions
- ✓ In conjunction with the Staff Captain plans and schedules all activities in regards to regular maintenance of all areas of the cruise vessel not maintained by the engineering department - cleaning, painting the ship's hull and all deck equipment
- ✓ Assigns daily tasks to the deck crew and checks the completed work for compliance with the cruise lines standards and operating procedures
- ✓ The Boatswain plays a key role in mooring and anchoring operations and must be well versed in handling lines, knots, whipping, splices and hitches
- ✓ Must be fully proficient in operating tenders and rescue boats
- ✓ Participates in all major safety drills as well as in U.S. Coast Guard inspections
- ✓ Attends on regular basis meetings, training activities and courses as required by the company policies



Cruise Ship Bosun Job Requirements:

- Minimum of 3 years experience in a role of Bosun or 5 years as Able Seaman aboard ships
- Experience aboard a cruise vessel is preferred
- Candidates must possess strong coaching, decision making, conflict resolution and team building skills
- Must hold Basic Safety Course Certificate and appropriate licenses and certificates
- Good verbal and written command of the English language
- Ability to speak additional language(s) is a plus

Bosun Salary Range:

\$2500 to 4700 U.S. per month and up depending on the cruise line and time served with the company. Possibilities for promotion to a Deck Officer position after obtaining required license and certificates.

Cruise Job Descriptions

CRUISE SHIP QUARTERMASTER (HELMSMAN) JOBS

Quartermaster Job Description and Duties:

The Quartermaster (QM), also named Helmsman is an unlicensed member of the deck crew, an Able Seaman who is performing also Bridge Watch Keeping duties. The main duties and responsibilities of the Quartermaster include, but are not limited to:

- ✓ Reports to the Bosun (Boatswain)
- ✓ Performs Watch Keeping duties on the bridge and steers the ship applying the helm orders given by the Officer of the Watch (OOW)
- ✓ Stands watch also as a Lookout, observing the sea for potential hazards, other ships, floating objects, icebergs, land, etc. and reporting any changes to the OOW
- ✓ May assist the Bridge Officers in ship's navigation, maintenance of nautical charts and maps
- ✓ When not standing a watch, the QM may be required to perform general maintenance of the ship's hull such as chipping, scraping, cleaning, priming, and painting as required by the Bosun
- ✓ Operates tenders when the ship is at anchor and tender service is required
- ✓ Must be able to operate ship's rescue boats
- ✓ The QM may be a member of the ship's fire-fighting team and should respond rapidly in case of fire
- ✓ Must be proficient in the use of lifesaving, damage control, and safety equipment



Cruise Ship Quartermaster Job Requirements:

- Minimum 2 years of sea service in a role of Quartermaster (QM) or Able Seaman (AB)
- Candidates must hold lifeboat (tender) operation certificate
- Previous experience aboard passenger vessel is preferred, but not mandatory
- Must hold Basic Safety Course Certificate and appropriate licenses and certificates
- Fair command of the English language, must fully understand verbal and written orders
- Ability to work in a multicultural environment

Quartermaster Salary Range:

\$1200 to 2400 U.S. per month and up depending on the cruise line and time served with the company. Possibilities for promotion to Bosun position.

Cruise Job Descriptions

CRUISE SHIP ABLE SEAMAN (AB) JOBS

Able Seaman Job Description and Duties:

The Able Seaman (AB) is a non-officer member of the deck crew (deck rating position). The main duties and responsibilities of the AB include, but are not limited to:

- ✓ Reports to the Bosun (Boatswain)
- ✓ Performs a variety of routine maintenance duties in order to preserve the painted surface of the ship such as chipping, cleaning, painting and removing rust spots from deck and sides of ship using hand or air chipping hammer and wire brush
- ✓ Responsible for keeping the vessel in a clean, tidy condition
- ✓ Responsible in conjunction with the Bosun for the on-the-job training of the ship's deck ratings with Ordinary Seaman rank
- ✓ Handles ropes and cables during mooring, berthing and departing operations
- ✓ Overhauls and operates emergency and safety equipment such as lifeboats and lifeboat gear
- ✓ Performs all operations connected with the launching of lifesaving equipment, lowers and raises tender boats, lifeboats or rescue boats
- ✓ The AB may be a member of the ship's firefighting party
- ✓ Stands watch at the bow or on wing of the bridge to look for obstructions in path of the vessel
- ✓ Participates in crew safety drills
- ✓ Operates tenders, lifeboats and rescue boats



Cruise Ship Able Seaman Job Requirements:

- Minimum of 3 years experience aboard ships in the role of Able Seaman (AB) or Ordinary Seaman (OS)
- AB Able Seafarer (Deck) or the older Able Seaman endorsement (certificate of proficiency)
- Candidates must hold STCW basic safety training certificate
- Lifeboatman (LB) / Proficiency in Survival Craft and Rescue Boats certificate
- Fair command of the English language
- Ability to work under pressure in multicultural environment

Able Seaman (AB) Salary Range:

\$1300 to 2600 U.S. per month depending on the cruise line and time served with the company. Possibilities for promotion to Bosun (Boatswain) position.

Cruise Job Descriptions

CRUISE SHIP ORDINARY SEAMAN (OS) JOBS

Ordinary Seaman Job Description and Duties:

The Ordinary Seaman (OS) is an unlicensed member of the deck department of the cruise ship. This is the entry level non-watch standing position in the department and the OS acts as an apprentice of the Able Seaman, learning the trade and gaining experience while working in order to progress to AB position after acquiring sufficient amount of sea time and passing the required examination. The main duties and responsibilities of the Ordinary Seaman include, but are not limited to:

- ✓ Reports to the Bosun (Boatswain)
- ✓ Responsible for the routine maintenance of the decks, hull and superstructure of the ship - cleaning, painting, removing rust accumulations etc.
- ✓ Participates in ropes and lines handling and warping during berthing and departing movement of the vessel
- ✓ Cleans, maintains and keeps in proper working condition emergency and lifesaving equipment
- ✓ Participates in the launch and recovery of tenders, lifeboats and rescue boats
- ✓ Undergoes on-the-job-training under the supervision of deck crew superiors - Able Seamen and the Bosun
- ✓ Attends safety and lifeboat drills



Cruise Ship Ordinary Seaman Job Requirements:

- Minimum of six months experience aboard a ship as an OS or Deckhand
- Candidates must demonstrate willingness to work hard and learn the trade of a Seafarer
- Ability to work under pressure
- Basic knowledge of the English language and ability to understand verbal commands
- Ability to work in multicultural environment

Ordinary Seaman (OS) Salary Range:

\$1200 to 1800 U.S. per month depending on the cruise line and time served with the company. Possibilities for promotion to Able Seaman position.

Cruise Job Descriptions

CRUISE SHIP CARPENTER JOBS

Carpenter Job Description and Duties:

The Carpenter is a member of the Deck Department and is responsible for all carpentry work and various woodworking and general repairs aboard the cruise ship during the voyage. One of the Carpenters is appointed as a Chief Carpenter and delegates tasks and responsibilities to the less experienced members of the team while providing on-the-job training



- ✓ Reports to the Staff Captain
- ✓ Responsible for the maintenance and repairs of furniture of guests and crew accommodations, public areas, bars, theater, lounges, restaurants, bars and all other venues throughout the ship
- ✓ Participates in the mooring activities during arrival and departure of the vessel when needed
- ✓ Participates in the daily activities of the deck department and briefs the Staff Captain on projects and tasks that are being carried out aboard the vessel
- ✓ Responsible for the proper operation of the carpenter shop, equipment, inventory and consumables
- ✓ Carries out safety related duties and responds to any emergency that requires participation
- ✓ Attends department meetings and works in collaboration with the heads of the various departments which may require carpentry work
- ✓ Participates in safety drills

Cruise Ship Carpenter Job Requirements:

- Minimum of two years professional experience as a skilled Carpenter
- Candidates for a Chief Carpenter position must have previous experience aboard a cruise ship in a role of Carpenter or Assistant Carpenter
- Hotel/resort maintenance experience is preferred
- Good command of the English language
- Proficiency in other language(s) is a plus

Carpenter (Joiner) Salary Range:

\$1700 to 3200 U.S. per month depending on the cruise line, rank and time served with the company.

Cruise Job Descriptions

CRUISE SHIP FIREMAN (FIREFIGHTER) JOBS

Firefighter Job Description and Duties:

A fire is the major safety threat aboard a cruise ship. Cruise lines hire a professional Fireman as a leader and coordinator of the Fire-fighting Team aboard the ship. The team consist of 3-4 firefighting parties (groups), approximately 10 members each - mostly from the deck and engine departments - plumbers, electricians, fitters, able seamen, cadets. Although all members receive an extensive fire-fighting and fire prevention training, this is not their main duty aboard the vessel. Apart of the fire-fighting team, each crew member receives a basic fire fighting training and in case of discovering a fire must immediately alert the bridge and be able to apply basic firefighting techniques until arrival of the firefighting team. The main duties and responsibilities of the dedicated professional Fireman aboard a cruise ship include, but are not limited to:



- ✓ Reports to the Safety Officer and to the Staff Captain
- ✓ Fire-fighting team leader
- ✓ Responsible for the maintenance and proper functioning of all fire fighting equipment aboard the vessel
- ✓ Responses also to medical emergencies and provides first aid until arrival of a dedicated medical officer
- ✓ Prepares the fire drill and training of ship's firefighting parties and in conjunction with the Safety Officer prepares the weekly familiarization and safety meetings for all sign on crew
- ✓ Conducts the fire prevention and fire fighting familiarization training of all joining crew members
- ✓ Enters fire training and drills into the logbook
- ✓ Ensure that all fire-extinguishing appliances (both stationary or portable) are in accordance with the regulations and available for immediate use
- ✓ Ensures that the maintenance of all deck equipment is in accordance with the safety regulations in regards to fire hazards including the ship's tenders, lifeboats and rescue boats
- ✓ Evaluates and prevents potential fire hazards in order to improve the ship's fire prevention and control standards
- ✓ Conducts crew cabin inspections (crew rounds) as required by the Staff Captain

Cruise Ship Fireman Job Requirements:

- Minimum 3 to 5 years of experience as a professional firefighter
- Must hold all appropriate national fire-fighting certificates
- Previous experience aboard passenger vessel is a plus, but not mandatory
- Coaching, decision making and team building skills
- Very good verbal and written command of the English language
- Ability to work in multicultural environment

Firefighter Salary Range:

\$4900 to 5700 U.S. per month and up depending on the cruise line and time served with the company.