

# CREW MESS ATTENDANT

## JOB DESCRIPTION



## **KEY ACCOUNTABILITIES**

- Her/his immediate working area or as the Maître d" delegates. Major area is the crew mess; he has to keep clean the mess room and all the buffets in that area.

## **REPORTS TO**

- The Crew Mess Attendant reports directly to the Maître d'hôtel. The entire service staff is subordinate to the Maître d'hôtel and ultimately to the Hotel Manager.

## **SUBORDINATE PERSONNEL**

- None

## **AREAS OF RESPONSIBILITY**

- She/he assists the Cook in taking food and utensils needed for breakfast, lunch and dinner for crew members to and from the respective service area.
- She/he is responsible for preparing sufficient mise en place of cutlery, china, glasses, and ashtrays for officers and crew.
- She/he is responsible for the cleaning and sanitizing of the whole crew and officer mess areas including floors, walls, fridges etc.
- She/he checks on a continuous basis all equipment, switches, plugs, fridges etc. and reports any irregularities to the Maître d'hôtel.
- She/he assists in storage procedures whenever requested.
- She/he is aware of all fire, safety and emergency procedures.
- She/he shows a co-operative work relationship with all other personnel.

## **CLEANING AND MAINTENANCE**

- She/he is responsible for the proper cleaning and sanitary matters of Her/his working area according to US Public Health requirements.
- She/he handles all working material and equipment with the necessary care and keeps it well cleaned.
- She/he is available to work overtime if requested.

## **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.
- 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.

## **KEY ACCOUNTABILITIES**

- Her/his immediate working area or as the Maître d'hôtel delegates. Major area is the crew mess; he has to keep clean the mess room and all the buffets in that area.

## **REPORTS TO**

- The Crew Mess Attendant reports directly to the Maître d'hôtel. The entire service staff is subordinate to the Maître d'hôtel and ultimately to the Hotel Manager.

## **SUBORDINATE PERSONNEL**

- None

## **AREAS OF RESPONSIBILITY**

- She/he assists the Cook in taking food and utensils needed for breakfast, lunch and dinner for crew members to and from the respective service area.
- She/he is responsible for preparing sufficient mise en place of cutlery, china, glasses, and ashtrays for officers and crew.

- She/he is responsible for the cleaning and sanitizing of the whole crew and officer mess areas including floors, walls, fridges etc.
- She/he checks on a continuous basis all equipment, switches, plugs, fridges etc. and reports any irregularities to the Maître d'hôtel.
- She/he assists in storage procedures whenever requested.
- She/he is aware of all fire, safety and emergency procedures.
- She/he shows a co-operative work relationship with all other personnel.

## **CLEANING AND MAINTENANCE**

- She/he is responsible for the proper cleaning and sanitary matters of Her/his working area according to US Public Health requirements.
- She/he handles all working material and equipment with the necessary care and keeps it well cleaned.

## **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.
- 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.