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SPHM  
HOSPITALITY

CRUISE JOB DESCRIPTION: CULINARY



**Hotel Management**

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# Cruise Job Descriptions

## CULINARY JOBS ON CRUISE SHIPS

There are dozens of jobs in the galley (kitchen), many of which require extensive prior restaurant or cruise ship experience. The galley is usually divided into the hot galley and cold galley. The hot galley positions include all types of cooking - vegetables, fish, soup, and grill. The cold galley positions include baking, pastry, and buffets.

With all of this food preparation and dining, there has to be a team responsible for cleaning up after the passengers and cooks. A cleaning crew (utility division) washes all of the dishes and tableware (including the pots and pans), changes the table cloths, vacuums the floors, and cleans the windows and bar areas. In general the galley department offers the following cruise ship jobs: Executive Chef / Chef De Cuisine, Executive Sous Chef, Sous Chef, Chef De Partie, Demi Chef De partie, Commis 1 (First Cook), Commis 2 (Second Cook), Commis 3 (Third Cook), Cook Trainee, Crew Cook / Crew Cook Assistant / Crew Cook Trainee, Crew Cook Utility / Crew Messman, Provision Master/ Storekeeper, Assistant Provision Master/ Storekeeper, Pastry Chef , Assistant Pastry Chef, Pastry Man, Pastry Trainee, Baker Supervisor, Baker Trainee, Galley Steward / Galley Cleaner, Dishwasher / Pot Washer. Read below the various Chef job descriptions and salary ranges.



# Cruise Job Descriptions

## CRUISE SHIP JOBS - EXECUTIVE CHEF

### Executive Chef Job Description and Duties:

- ✓ The Executive Chef is responsible for the entire galley staff, food planning, quality control, directs all the culinary and associated activities throughout the vessel either personally or through subordinate managers and supervisors
- ✓ Reports to the ship's Food and Beverage Manager and Hotel Director and in the same time supports and monitors the performance of the subordinate management level positions within the Galley Department, such as Chef de Cuisine, Executive Sous Chef, Sous Chef, Pastry Chef, Pantry Chef, Head Baker, Chef De Partie and Demi Chef De Partie
- ✓ Mentors, develops and provides on-the-job training to the culinary subordinate positions in order to develop their professional skills and prepare them for future advancement and promotion to superior positions
- ✓ The Executive Chef makes sure that all the Galley staff are trained and familiar with USPH or/and UKPH regulations and sanitation and all galley work stations are up to the required standards
- ✓ Ensures that all galley staff personal appearance/ hygiene and uniforms meet the cruise line standards and regulations
- ✓ Supervises all food service functions in the public areas of the cruise ship, dining room(s), specialty restaurants and Buffet / Casual Dining Restaurant
- ✓ Spot checks the various galley work stations and does random food tasting in order to ensure that the quality of food production is up to the standards set by the cruise line
- ✓ Reviews all financial transactions and monitors budget to ensure efficient operations and keeping to the pre-set expenditure limits



### Executive Chef Job Requirements:

- Culinary school degree or approved certification
- Five to six years progressive managerial experience on a cruise ship or 4-5 star hotel, restaurant or high volume food service venue
- Previous cruise ship experience is preferred, but not mandatory
- Strong managerial skills and ability to work in a multicultural environment
- Working knowledge of computers and basic software products
- Must be able to plan, organize and complete work tasks and meet time deadlines
- Candidates must possess the ability to manage international staff in a positive and productive manner
- Good command of the English language (both spoken and written)



# Cruise Job Descriptions

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## Executive Chef Salary Range:

\$4800-7800 U.S. per month depending on the cruise line.



# Cruise Job Descriptions

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## Executive Sous Chef

Job description:

- ✓ Responsible for the day to day operations of the galley staff, assisting the Executive Chef with the food planning, preparation and quality control. He/ she communicates with the Executive Chef on daily basis,
- ✓ Reviews menus to estimate food and time requirements. He/ she meets with the Sous Chef to review guest comments to implement revisions and improvements.
- ✓ The Executive Sous Chef manages the financial aspects of the assigned food operation, prepares a variety of reports and letters utilizing personal computer system and equipment. He/ she trains and monitors all levels of cooks and chefs for proper skill and service.
- ✓ She/he collaborates with the Executive Chef to plan menu requirements, serving arrangements, guest comments and other related details and also collaborates with the Provision Master to ensure the highest quality, delivery and storage of all food items. Cruise Ship Executive Sous Chef Job Requirements: five to seven years in subordinate position on board and/or 4-5 star hotels, restaurants or high volume food service facilities.
- ✓ Managerial experience required. Must posses the ability to manage international staff in a positive and productive manner.

## Job Requirement Executive Sous Chef

- Must speak English clearly and distinctly, write and read English in order to understand written procedures, give and receive instructions in written and verbal forms.
- Approved certification or culinary school degree-granting program completion required.

## Executive Sous Chef salary range:

\$3800-6500 U.S. per month, depending on the cruise line. Possibilities for promotion to Executive Chef position.



# Cruise Job Descriptions

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## Sous Chef

Job description:

- ✓ The Sous Chef is responsible for the day to day operations of the galley staff, assisting the Executive Chef with the food planning, preparation and quality control.
- ✓ The Sous Chef Manages and coordinates activities of various workstations engaged in preparing, timing and cooking.
- ✓ He/ she reviews food requisitions from the various workstations and forwards to Executive Sous Chef for final approval.
- ✓ The Sous Chef monitors the assignment of duties and responsibilities to employees.
- ✓ He/ she observes and evaluates employees and work procedures to ensure quality standards and services are met.
- ✓ The Sous Chef manages the financial aspects of the assigned food operation, prepares a variety of reports and letters utilizing personal computer system and equipment.
- ✓ Trains and monitors all levels of cooks and chefs for proper skill and service.
- ✓ The Sous Chef recommends measures to improve work procedures and employee performance to increase quality of food and job safety. Sous Chef

## Job Requirements:

- Five to seven years in subordinate position on board and/or 4-5 star hotels, restaurants or high volume food service facilities.
- Must speak English clearly and distinctly, write and read English in order to understand written procedures, give and receive instructions in written and verbal forms.
- Ability to read, interpret and demonstrate the preparation of recipes for all basic meat, fish, sauce and side dishes.
- The demonstration includes advanced cooking methods such as braise, sauté, broil and grill and the use of a variety of knives to slice, dice, chop, julienne, etc.
- Approved certification or culinary school degree-granting program completion required.

## Cruise Ship Sous Chef salary range:

\$3400-5800 U.S. per month, depending on the cruise line. Possibilities for promotion from Sous Chef to Executive Sous Chef position.

# Cruise Job Descriptions

## Chef De Partie

Job description:

- ✓ The Chef De Partie is a senior middle-management level position aboard a cruise ship.
- ✓ The Chef De Partie prepares and produces gourmet cuisine and sauces, manages food displays on buffets and in restaurants.
- ✓ He/ she meets on daily basis with the Sous Chef to review the requirements of the day's meals and time frames for restaurant service as well as supervises the assigned workstation function.
- ✓ The Chef De Partie assigns duties and responsibilities to employees. He/ she is fully responsible for organizing work schedule and controlling over time of assigned section.
- ✓ The Chef De Partie trains and monitors entry level cooks and Chefs for proper service and conducts documented training of Commis and Demi Chef De Partie in operating, cleaning and maintaining machinery and tools.
- ✓ The Chef De Partie monitors, supervises and test foods being cooked and attends daily food tasting per the Executive Chefs instructions.



### Chef De Partie Job Requirements:

- Three to five years experience cooking and preparing food in a 4 or 5-star hotel, restaurant or high volume food service facility required.
- Good English Language skills required.
- Culinary school education required.

### Cruise Ship Chef De Partie salary range:

**\$3200-4600** U.S. per month, depending on the cruise line. Possibilities for promotion to Sous Chef position.



# Cruise Job Descriptions

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## Demi Chef De Partie

Job description:

- ✓ The Demi Chef de Partie is responsible to assist the Station Head or Sous Chef in contributing to the overall success of the assigned station.
- ✓ He/ she meets with the assigned station-head, the Chef de Partie or Sous Chef on daily basis to review the requirements of the meals and time frames for restaurant service.
- ✓ The Demi Chef de Partie knows and operates all equipment according to standard operating procedures.
- ✓ He/she performs multitask activities in food preparation including setting up of mis en place for daily menu requirement as well as ensures that all food on plates is correctly portioned and served uniformly.
- ✓ The Demi Chef de Partie must be able to explain menu ingredients and preparation techniques when working buffet areas. Demi Chef De Partie

### Job Requirements:

- Minimum two years experience cooking and preparing food in a 4 or 5-star hotel, restaurant or high volume food service facility required.
- Good English language skills required. Culinary school education required.

### Cruise Ship Demi Chef De Partie salary range:

**\$2700-3700** U.S. per month, depending on the cruise line. Possibilities for promotion from Demi Chef de Partie to Chef De Partie position.



# Cruise Job Descriptions

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## Culinary Administrative Assistant

Job description:

- ✓ The Culinary Administrative Assistant is a two stripe officer acting as a secretary and providing administrative work to the Executive Chef and Galley management, such as checking and answering emails, posting notices, composing routine letters and correspondence, printing out ratings reports and comment cards, scheduling appointments, maintaining filing systems, distribute emails and fax messages as required.
- ✓ The Culinary Administrative Assistant works in close cooperation with the Crew Purser's office to familiarize new crew members with their assigned accommodations, uniform shop, crew laundry and other facilities onboard the cruise ship.
- ✓ She/ he operate computer equipment, software and printer to perform necessary word processing functions and utilize spreadsheet software packages for basic mathematical formulas and graphic presentation of information.
- ✓ Facilitates schedules and coordinates all departmental training activities, seminars and all other work related activities with the employees and the respective trainers.
- ✓ Maintains and files all departmental related reports, USPH related logs and records i.e., Time & Temperature Control Sheets, USPH Training Attendance and Schedules.

### Culinary Administrative Assistant Job Requirements:

- High school diploma required, university degree preferred.
- Two to three years of word processing experience in a secretarial capacity preferred.
- Knowledge of standard office procedures and organization skills as well as ability to operate basic office equipment, including telephone, copy machine, fax, adding machine. Working knowledge of computers with emails Microsoft Word, Excel and related printers and equipment required.

### Culinary Administrative Assistant salary range:

\$1900-2300 U.S. per month, depending on the cruise line.



# Cruise Job Descriptions

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## Commis 1 / First Cook

Job description:

- ✓ The Commis 1 / First Cook supervises Commis 2 and Commis 3 (second and third cooks). Food preparation and cooking responsibilities as directed by the Demi Chef De partie and Chef De Partie.
- ✓ The First Cook organizes and prepares mis en place, measures and mixes ingredients according to recipe to prepare soups, salads, gravies, desserts, sauces, and casseroles.
- ✓ The Commis 1/ First Cook works in various galley stations that prepare meat, fish, vegetables, and other foods for baking, roasting, broiling, grilling, braising, sautéing and steaming. He/ she performs multitask activities such as wash, peel, cut and shred fruits and vegetables.
- ✓ The Commis 1/ First Cook butchers chicken, fish and shellfish. He/ she cuts, trims and bones meat prior to cooking or serving. The First Cook must be able to explain ingredients in the menu and preparation techniques while working in buffet areas.

### Commis 1/ First Cook Job Requirements:

- Two to three years kitchen experience in a 4 or 5 star hotel, restaurant or high volume food service facility.
- Ability to read, interpret, demonstrate culinary fundamentals and knife skills, sound knowledge of food handling procedures and food ingredients from international classical dishes, ability to identify and operate common kitchen equipment such as grinders, deep fryers, ovens, Bain Marie, mixers required.
- Good English language skills required.

### Commis 1/ First Cook salary range:

**\$1900-2500** U.S. per month, depending on the cruise line. Possibilities for promotion to Demi Chef De Partie position.



# Cruise Job Descriptions

## Commis 2 / Second Cook

Job description:

- ✓ Food preparation and cooking responsibilities as directed by Commis 1, Demi Chef De partie and Chef De Partie.
- ✓ Organize and prepare mis en place. Measures and mixes ingredients according to recipe to prepare soups, salads, gravies, desserts, sauces, and casseroles.
- ✓ Works in various galley stations that prepare meat, fish, vegetables, and other foods for baking, roasting, broiling, grilling, braising, sautéing and steaming.
- ✓ Perform multitask activities such as wash, peel, cut and shred fruits and vegetables.
- ✓ Butcher chicken, fish and shellfish. Cut, trim and bone meat prior to cooking or serving.
- ✓ Must be able to explain ingredients in the menu and preparation techniques while working in buffet areas. Cruise Ship

### Commis 2 / Second Cook Job Requirements:

- Two to three years kitchen experience in a 4 or 5 star hotel, restaurant or high volume food service facility .
- Ability to read, interpret, demonstrate culinary fundamentals and knife skills, sound knowledge of food handling procedures and food ingredients from international classical dishes, ability to identify and operate common kitchen equipment such as grinders, deep fryers, ovens, Bain Marie, mixers required.
- Good English Language skills required.

### Commis 2 / Second Cook salary range:

**\$1600-2200** U.S. per month, depending on the cruise line. Possibilities for promotion from Commis 2 (Second Cook) to Commis 1 (First Cook) position.



# Cruise Job Descriptions

## Commis 3 / Third Cook

Job description:

- ✓ Food preparation and cooking responsibilities as directed by Commis 1, Commis 2, Demi Chef De partie and Chef De Partie.
- ✓ Organize and prepare mis en place. Measures and mixes ingredients according to recipe to prepare soups, salads, gravies, desserts, sauces, and casseroles.
- ✓ Works in various galley stations that prepare meat, fish, vegetables, and other foods for baking, roasting, broiling, grilling, braising, sautéing and steaming.
- ✓ Performs multitask activities such as wash, peel, cut and shred fruits and vegetables.
- ✓ Butcher chicken, fish and shellfish.
- ✓ Cuts, trims and bones meat prior to cooking or serving.
- ✓ Must be able to explain ingredients in the menu and preparation techniques while working in buffet areas.

### Cruise Ship Commis 3/ Third Cook Job Requirements:

- Two to three years kitchen experience in a 4 or 5 star hotel, restaurant or high volume food service facility .
- Ability to read, interpret, demonstrate culinary fundamentals and knife skills, sound knowledge of food handling procedures and food ingredients from international classical dishes, ability to identify and operate common kitchen equipment such as grinders, deep fryers, ovens, Bain Marie, mixers required.
- Good English Language skills required.

### Commis 3 / Third Cook salary range:

**\$1400-1800** U.S. per month, depending on the cruise line. one or two years in subordinate position on board and / or hotel and restaurant experience required. Fare English Language skills required. Possibilities for promotion to Commis 2 (Second Cook) position.



# Cruise Job Descriptions

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## Cook Trainee

### Job Description:

- ✓ Food preparation and cooking responsibilities as directed by the First Cook - prior hotel / restaurant experience required.

### Cook Trainee Job Requirements:

- Culinary school education required. Basic English Language skills required.

### Salary range:

**\$800-1200** U.S. per month, depending on the cruise line. Strong possibilities for promotion from Cook Trainee to Commis 3 (Third Cook) position.



# Cruise Job Descriptions

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## Crew Cook/ Crew Cook Assistant/ Crew Cook Trainee

### Job Description:

- ✓ Food preparation and cooking responsibilities for the crew as directed by the First Cook - prior hotel / restaurant experience required.

### Crew Cook Trainee Job Requirements:

- Culinary school education required. Basic English Language skills required.

### Salary range:

**\$900-1200** U.S. per month, depending on the cruise line. Strong possibilities for promotion from Crew Cook/ Crew Cook Assistant/ Crew Cook Trainee to Third Cook position.



# Cruise Job Descriptions

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## Crew Cook Utility/ Crew Messman

### Job Description:

- ✓ Cleaning, general maintenance as directed by the First Cook - entry level position, no experience required.

### Crew Cook Utility / Crew Messman Job Requirements:

Very basic English Language skills required.

### Salary range:

- **\$600-900** U.S. per month, depending on the cruise line. Possibilities for promotion from Crew Cook Utility/ Crew Messman to Buffet Steward position.



# Cruise Job Descriptions

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## Pastry Chef Supervisor

Job Description:

- ✓ Responsible for the supervision of the pastry staff, oversees the developing and preparation of all pastries) - culinary background of no less than three years restaurant / hotel experience or prior experience in subordinate position on board required.

## Crew Cook Utility / Crew Messman Job Requirements:

Good English Language skills required.

### Salary range:

**\$1900-2400** U.S. per month, depending on the cruise line.



# Cruise Job Descriptions

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## Assistant Pastry Chef Supervisor

### Job Description:

- ✓ Responsible for the supervision of the pastry staff as directed by the Pastry Chef Supervisor, oversees the developing and preparation of all pastries) - culinary background of no less than three years restaurant / hotel experience or prior experience in subordinate position on board required.

### Assistant Pastry Chef Supervisor Job Requirements:

Good English Language skills required.

### Salary range:

- **\$1600-2100** U.S. per month, depending on the cruise line. Possibilities for promotion to Pastry Chef Supervisor position.



# Cruise Job Descriptions

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## Cruise Ship Pastry Chef

### Job Description:

- ✓ Pastry staff are responsible for creating and preparing of all pastries as directed by the Pastry Chef Supervisor - culinary background of no less than two years restaurant / hotel experience or prior experience in subordinate position on board required.

### Cruise Ship Pastry Chef Job Requirement:

- Fare English Language skills required.

### Salary range:

**\$1100-1500** U.S. per month, depending on the cruise line. Possibilities for promotion to Assistant Pastry Chef Supervisor position.



# Cruise Job Descriptions

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## Pastry Trainee

Job Description:

- ✓ Pastry support staff are responsible for assisting in the preparation and cooking of all pastries as directed by the Pastry Chef Supervisor. Cleaning and maintenance of pastry stations) - culinary background of no less than one year restaurant / hotel experience or prior experience in subordinate position on board required.

## Pastry Trainee Job Requirements:

- Basic English Language skills required.

## Salary range:

**\$800-1300** U.S. per month, depending on the cruise line. Possibilities for promotion to Pastry Chef position.



# Cruise Job Descriptions

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## Baker Supervisor

Job Description:

- ✓ Responsible for the supervision of the baker staff. Controls the preparation and cooking of all bakery products) - culinary background of no less than three years restaurant / hotel experience or prior experience in subordinate position on board required.

### Baker Supervisor Job Requirements:

- Good English Language skills required.

### Salary range:

\$1800-2300 U.S. per month, depending on the cruise line.



# Cruise Job Descriptions

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## Assistant Baker Supervisor

### Job Description:

- ✓ Responsible for the supervision of the baker staff as directed by the Baker Supervisor. Assists in the preparation and cooking of all bakery products - culinary background of no less than three years restaurant / hotel experience or prior experience in subordinate position on board required.

### Assistant Baker Supervisor Job Requirements:

- Good English Language skills required.

### Salary range:

**\$1600-1900** U.S. per month, depending on the cruise line. Possibilities for promotion to Baker Supervisor position.



# Cruise Job Descriptions

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## Baker

### Job Description:

- ✓ Bakery staff responsible for preparation and cooking of all bakery products as directed by the Baker Supervisor) - culinary background of no less than two years restaurant / hotel experience or prior experience in subordinate position on board required.

### Baker Job Requirements:

- Fare English Language skills required.

### Salary range:

\$1200-1700 U.S. per month, depending on the cruise line. Possibilities for promotion Assistant Baker Supervisor position.



# Cruise Job Descriptions

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## Baker Trainee

Job Description:

- ✓ Bakery support staff responsible for assisting in the preparation and cooking of all bakery products as directed by the Baker Supervisor) - culinary background of no less than one year restaurant / hotel experience or prior experience in subordinate position on board required.

## Baker Trainee Job Requirements

- Basic English Language skills required.

## Salary range:

\$900-1300 U.S. per month, depending on the cruise line. Possibilities for promotion to Baker position.



# Cruise Job Descriptions

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## Cruise Ship Provision Master/ Storekeeper

### Job Description:

- ✓ Responsible for the entire storage, ordering and distribution of all food supplies as directed by the Executive Chef - food and beverage background essential, knowledge of accounting required.

### Cruise Ship Provision Master/ Storekeeper Job Requirements:

- Good English Language skills required.

### Salary range:

\$1500-1800 U.S. per month, depending on the cruise line.



# Cruise Job Descriptions

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## Assistant Provision Master/ Storekeeper

### Job Description:

- ✓ Responsible for the storage, ordering and distribution of all food supplies as directed by the Provision Master / Storekeeper - food and beverage background essential, knowledge of accounting required.

### Assistant Provision Master/ Storekeeper Job Requirements:

- Good English Language skills required.

### Salary range:

**\$1200-1600** U.S. per month, depending on the cruise line. Possibilities for promotion to Provision Master/ Storekeeper position



# Cruise Job Descriptions

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## Galley Steward/ Galley Cleaner

### Job Description:

- ✓ Cleaning and maintenance of assigned galley stations - entry level position, no experience required.

### Galley Steward/ Galley Cleaner Job Requirements:

- Minimum English Language skills required.

### Salary range:

\$500-700 U.S. per month, depending on the cruise line. Possibilities for promotion to Assistant Cabin Steward position (see Housekeeping Department).



# Cruise Job Descriptions

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## Dishwasher/ Pot Washer

### Job Description:

- ✓ Cleaning and stacking of all galley and passengers dishes, pots, pans etc.) - entry level position, no experience required.

### Dishwasher/ Pot Washer Job Requirements:

- Minimum English Language skills required.

### Salary range:

\$500-600 U.S. per month, depending on the cruise line. Possibilities for promotion from to Assistant Cabin Steward position (see Housekeeping Department).