

# GALLEY UTILITY

## JOB DESCRIPTION



## KEY ACCOUNTABILITIES

- Major target is to keep the galley clean. He is responsible for his immediate working area and/or as the Executive Chef delegates.

## REPORTS TO

- All Utility Men working in the Galley report directly to the First Cook. The entire kitchen staff including the Utility/Cleaner is subordinate to the Executive Chef and ultimately to the Hotel Manager.

## SUBORDINATE PERSONNEL

- None

## AREAS OF RESPONSIBILITY

- He washes properly all china, silver and glassware and cleans all pots, pans and equipment, etc., as well as the general cleaning of galley. He cleans fruit, vegetables, potatoes, etc.
- He assists Cooks with breakfast, lunch and dinner service to ensure an efficient Food Service for pax and crew.
- He assists Cooks in all tasks to ensure an efficient breakfast, lunch and dinner service.
- He washes and cleans all pots, pans and equipment, etc.
- He cleans and sanitizes the whole galley, fridge, freezer, including floors, walls, steps leading below and elevator according the USPH standard.
- He cleans all vegetables, potatoes, etc. and/or as delegated by the Executive Chef.
- He assists in taking food and utensils needed for breakfast, lunch and dinner service to the respective service area.
- He assists in all work as delegated by the Executive Chef.
- He is aware of all fire, safety and emergency procedures.
- He takes part in storage of food when required
- He takes part in luggage handling when required.
- He performs other duties if necessary, since above stated describe only a regular working day.
- He assists in loading and unloading during the storage of food, beverages, consumables etc.
- He is available to work overtime if requested.

## **CLEANING AND MAINTENANCE**

- He is responsible for the proper cleaning and sanitary matters of his working area and/or as delegated by the Chef.
- He handles all working material and equipment with the necessary care and keeps it well cleaned.
- He reports all necessary repairs to his Superior.
- He is familiar with proper sanitation procedures and follows U.S. Public Health requirements.

## **DAILY ROUTINES FOR UTILITY/CLEANER – GALLEY**

### **Morning**

- Washes pots, pans, utensils and equipment
- Cleans vegetables, potatoes and salads as required by Cooks
- Assists Cooks as required
- Washes pots, pans, utensils and equipment
- Assists Cooks as required
- Assists service staff in returning luncheon items
- Washes, rinses and sanitizes whole galley after lunch including floor

### **Evening**

- Washes pots, pans, utensils and equipment
- Assists Cooks as needed
- Checks all fridges, freezers and stores
- Cleans and arranges them
- Washes, rinses and sanitizes whole galley after dinner including floor

## **FOLLOWING DUTIES TO BE FOLLOWED ACCORDING TO EXECUTIVE/CHEF**

- General cleaning
- Cleans out all fridges, freezers and storeroom, then washes, rinses and sanitizes them

## **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.