



## PURPOSE OF POSITION

To provide at all times high standards and consistency of outstanding food quality by preparing meals to the fullest satisfaction of Viking Cruises guests. To support the Executive Chef within his scope of work, and be aligned within the set financial budgets. To ensure a high level of quality in every aspect of the food service operation while creating a friendly and guest-orientated service culture to ensure guest, both internal and external, satisfaction and repeat business, which in turn will increase revenue and profitability of the company.

## YOUR RESPONSIBILITIES

This document is not a definite overview of the expected responsibilities, tasks and duties. Items can be added in the future accordingly. The holder of this statement can be asked to take on other tasks in addition of the ones stated on the paper.

- Professional preparation and distribution of daily meals (including breakfast, lunch, dinner, etc.) for guests, including internal and external, in accordance with Executive Chef Manual and menu cycle
- Responsible for correct execution of all of the relevant MXP procedures
- Replacement of Executive Chef in absence
- Ensuring professional production and distribution of all meals for guest and crew in accordance with company standards, menu cycle and recipes
- Ensuring food safety, highest level of cleanliness in the galley and production areas at all times in accordance with Viking standards and HACCP procedures
- Assisting the Executive Chef in ordering of food supplies with MXP in accordance with the budget and production planning, in a cooperation with the Maitre and the Hotel Manager, while keeping the food cost budget at all times
- Assistance in supervising, training and motivating of galley team
- Cost control for galley within the budget in cooperation with Executive Chef
- Separation and disposal of waste / garbage
- Ensuring correct handling of all equipment and products
- Conduction of stock takes; inventory according to company procedures
- Preparation of opening and closing ships at start and end of season



## YOUR RESPONSIBILITIES

- Assistance in other departments upon instruction from supervisors (if required)
- Performance according to company standards and HACCP rules
- Participation in loadings
- Correct storage of stock; establishing of par levels, inventory according to company procedure
- Executing full reports in MXP in compliance with the MXP Wait Order System (WOS)
- Support Executive Chef in conducting departmental “Daily Reunions”
- Active participation on onboard training programs
- Ability to effectively deal with internal & external customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts

## TEAMWORK

- Outstanding flexibility: must be able to work during different times of the day, under pressure and reflect at all times, even under difficult conditions, a positive can-do attitude and the best image of Viking

## PRODUCT KNOWLEDGE

- Be fully proficient and knowledgeable about all relevant recipes, menu cycles, and function sheets
- Become knowledgeable about itinerary-related ports of call and shore excursions
- Full knowledge of the daily program

## KPI PERFORMANCE

- Positively contribute in achieving / succeeding the KPI goals (quality and financial) for the Galley Department, as well as for the entire Food and Beverage Department
- Strong motivation to achieve the company goals and objectives



## SECURITY

- Full knowledge about safety & security procedures
- Participations in all training concerning safety & security, fire prevention, evacuation exercises as required by the company

## YOUR PROFILE

- Graduation from a culinary school required, and additional degree with hospitality focus preferred
- Minimum of 3 years previous experience required in an upscale cruise line or hotel of comparable size, of which minimum 1 year in the similar position in the scope of the galley operation
- Fluent in English - must be able to address any kind of information in an adequate manner with excellent oral English communication skills
- Must be able to deal correctly with confidential information and must be discrete
- Must be well groomed and maintain impeccable hygiene standards
- Extensive walking required and ability to stand on feet for a long time
- Hours may vary based upon organizational needs and operational demands
- Guest focused, service oriented, positive personality and professional appearance
- Flexible and stress resistant, team player, shows commitment

## GUIDELINES AND REGULATIONS

- Implement PSO policies, procedures, standards, as laid out by the management
- Ensure appropriate appearance and clothing according to the updated grooming standards
- The company reserves the right to change this job description if necessary at any time

<b>Position:</b>	SousChef
<b>Supervisor:</b>	Executive Chef
<b>Gives instructions to:</b>	Chef de Partie, Commis de Cuisine, Utility
<b>Receives instructions from:</b>	Executive Chef, Hotel Manager, Corporate Executive Chef, Corporate Operation Manager