

Job Description

Job Title: **Food Preparation**
Department: Boat Department
Reports To: Vice President of Operations
Date:
Position Filled By:

SUMMARY

Responsible for prompt efficient food preparation and condiments for both boats, turnaround lists, and daily cleaning of the kitchen floors and counters including stainless steel prep table and sinks. Prepares standardized boat menus including: entrees, appetizers, salads, desserts, and specialties for cruises. Prepares food for varying passenger's counts from 10-100, such as buffets, parties, snacks, and beverages. All menu items and condiments to be re-filled and ready for service of following day. Clean up, and sanitation responsibilities included. Communication to purchaser and boat management to insure waste is minimal. FIFO for quality control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. The managers may assign other duties.

Understands and demonstrates company knowledge.

Expectation: Knowledge encompasses seasonal information, location descriptions, vessel comparisons, and historical significance.

Boat supplies are loaded on carts for the crew to unload onto their vessel. Heavy items should always be lifted with assistance following FW rules for safety.

Expectation: Using safety guidelines fill supply lists timely and safely. Turnaround lists are accurate and complete. If afternoon cruise is a DPM, coffee and cocoa are made for the cruise.

Completes Hula Kai & FW II food prep for upcoming cruises.

Expectation: Frittatas are made based on passenger counts and in anticipation of slight increases. Green salad and fruit salad are made the day before. Chicken and hamburgers are defrosted and in containers the day before. All duties performed in accordance with condiment prep, dishes are washed and put away, floor is swept and mopped and all rubbish is emptied.

Completes Fair Wind Condiments in the afternoon for the next days sail.

Expectation: Cart is unloaded, empty coolers washed, rubbish emptied into the dumpster. All duties performed in accordance with condiment prep, dishes are washed and put away, and floor is swept and mopped.

Receives vendor deliveries throughout the day.

Expectation: Sign for and inspect deliveries during shift, invoices are immediately put in Staff Accountant's box. All items are put away in the proper area and boxes broken down. All inventory is rotated and well organized.

Leaves work area neat and clean at the end of each shift.

Expectation: Work area is consistently clean and organized. Counters are wiped clean and all containers, knives and utensils are put away before leaving. Kitchen sinks, refrigerators and freezers are kept clean.

Maintains common yard areas behind office in Boat Department's General Maintenance Employee's absence.

Expectation: Boxes are broken down, towels are bagged, and yard areas are clean and free of debris. Walkways are kept clear and carts are stored on either side of the walkway, towels, non-skid material and cart covers are folded and stored on the shelf. Supply crates are kept clean.

Understands and conforms to schedule and guidelines.

Expectation: Arrives on time for scheduled shift and completes all duties before leaving. There will be one person scheduled to complete responsibilities each day. Only Fair Wind employees who are on the clock, and scheduled are expected to be in the building during their shift.

Communicates clearly and directly with management, co-workers, and vendors.

Expectation: Communication is ongoing, clear, concise, and complete. Understands and performs to all above expectations

Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity, and continued improvement.

Expectation: Interacts in a calm professional manner, keeping calm under pressure & morale and productivity are high. Music is not at a disruptive level.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Successful completion of a course of study (or graduation) from a recognized cooking school; or at least two years related experience and/or training; or equivalent combination of education and experience.

Previous experience cooking for commercial establishment preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some exposure to physical risk operating kitchen equipment including stoves, knives and food-slicers, etc. To avoid risks, all equipment operating instructions and all safety requirements are to be strictly adhered to. This is the responsibility of the employee while performing his/her duties.

Employee Name Employee Signature Date

Supervisor Name Supervisor Signature Date

Disclaimer: This job description may not comprise all duties that may be required to be performed. Management has the right to change or delete information from job descriptions. The company assumes responsibility to provide reasonable accommodation to individuals with disabilities to enable them to perform the essential functions of the position. Prepared by: HR 05/2007