

CONTROLLED

Orkney Ferries Limited

Appendix B

JD-06

Job description for Chief Steward – Class EC(B) vessels only

1.0 Reports to:

The Ship's Master.

2.0 Duties and responsibilities

- All on board catering requirements in respect of both passengers and crew.
- Complying with the requirements of the Company Management System including the ISM Code and Company Standing Orders and ensuring that all staff under their supervision/control are conversant with it.
- Ensuring that they are adequately rested before reporting for duty as required by the current hours of work legislation.
- Ensuring that they and all staff under their supervision/control are provided with adequate rest periods as required by the current hours of work legislation.
- Ensuring that all staff under their supervision/control are complying with the requirements of the Company Policies relevant to their department.
- Ensuring that they and all staff under their supervision/control are always of a clean and tidy appearance and that they use the Personal Protective Equipment (PPE) and wear the safety clothing provided by the Company.
- The care of their safety, the safety of crew members under their supervision/control and that of all persons delegated to carry out duties in areas of their responsibility.
- The discipline of all staff and that of persons delegated to carry out duties in areas of their responsibility.
- Ensuring that passengers are dealt with in a courteous and efficient manner at all times.
- Ensuring that they are familiar with the location and operation of all items of equipment and machinery listed in the relevant sections of the Crew Induction Sheets, especially Fire Fighting Equipment and Life Saving Appliances, and is competent when participating in fire and safety drills.
- Routine vessel cleaning.
- Regular financial reporting to head office as required by the Company.
- Stores ordering and control.
- Stock taking.
- Revenue security.

- Carrying out weekly vessel inspections with Ship's Master.
- Keeping the Master updated on all catering changes.
- Reporting any defects or other matters with implications for safe operations or pollution risk, to the Master.
- Reporting any S.M.S. non-conformities and hazardous situations or accidents involving ship's personnel, passengers, or plant to the Master.
- Preparing the annual refit specifications for the catering department.
- Ticket sales and compilation of returns where applicable.
- Issuing and collecting Passenger Boarding Cards.
- Providing the Master and Stevedore/Company Agent with an accurate total of the POB before the vessel departs.
- Public announcements where applicable.
- Weekly menu compilation in conjunction with ship's cook.
- Knowledge of Food Safety/Hygiene legislation.
- Knowledge of all safety requirements for catering staff and ensuring compliance with current legislation.
- Emergency duties as per the vessel's Muster List.
- Identifying the training needs of the catering staff and advising Marine Superintendents of same.
- Liaising with the Environmental Health Department of O.I.C. and the M.C.A. to ensure that the vessel complies fully with current food hygiene regulations.
- Any other duties required by the Ship's Master.