

## HOTEL OPERATIONS

	Job Description	Effective:
<b>POSITION TITLE</b>	Assistant Pastry	<b>POSITION GRADE</b>
<b>MANAGER'S TITLE</b>	Chief Pastry	<b>DEPARTMENT/DIV</b> F&B

### POSITION SUMMARY

The Assistant Pastry is responsible for delivering products of the highest quality in terms of freshness, taste, and consistency, with strict adherence to USPH/FDA guidelines. Assistants are responsible for procuring ingredients, scaling, preparing, and finishing in accordance with standardized procedures and corporate specifications. He/she reports directly to the Chief Pastry. He/she is responsible for following all standardized procedures, safety regulations, and notifying the Chief Pastry or Pastry of any shortages or discrepancies in products or ingredients. The Assistant Pastry is responsible for keeping their immediate work area clean at all times.

In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.

### NCL'S PHILOSOPHY OF *S.T.Y.L.E.* – Service Teamwork and Yes Lead to Excellence

In accordance with Norwegian Cruise Line philosophy, all team members work together sharing in a common goal of a successful, profitable and innovative company. Team members are to demonstrate integrity, fairness and honesty. These are our core values that we will live by in our daily interaction with all of our external and internal customers. All team members are to demonstrate and role model all the principles of *S.T.Y.L.E.*

#### **PRINCIPLES OF STYLE**

*Service, Value, Innovation, Shareholder Value, Health/Safety/Environment, Community Involvement*

#### **MOTTO**

*We are selling vacations and delivering dreams*

### ESSENTIAL FUNCTIONS

- Ensures all food is prepared fresh and is of the highest quality
- Strictly adheres to all procedures and corporate specifications, methods and instructions from supervisor
- Reports to work on-time and in a clean uniform
- Maintains an organized and efficient flow of production, with regards to changes in forecasts and menus
- Responsible for procurement, scaling, preparing, and finishing products
- Consistently checks temperatures in foods and follows proper procedures in regards to chilling, and holding food.
- Reports waste to supervisors on a daily basis
- Checks station upon arrival to determine status of outstanding safety, or equipment issues
- Checks station prior to leaving to ensure cleanliness, proper disposal/removal of food, and proper storing and labeling

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	<ul style="list-style-type: none"><li>• Maintains USPH/FDA standards for station</li></ul> <p>Must be familiar with the Safety and Environmental Protection Policy and the SEMS, and carry out the policies and procedures appropriate for his/her position.</p>	

### DIMENSIONS

- Ability to read, write, and communicate with team members
- Ability to follow standards recipes and convert quantities mathematically
- Ability to taste all foods to assure correct preparation
- Demonstrate a sense of urgency

### NATURE AND SCOPE

Hands-on attitude, leads by example! Always goes the extra mile to ensure passenger satisfaction.

### QUALIFICATIONS, EDUCATION AND ATTRIBUTES

#### QUALIFICATIONS

- Knowledge of all basic pastry techniques and skills
- Knowledge of basic equipment including:
  - Balance scales, mixers, and ovens
- Comprehensive understanding of pastry principles, including formulas and measurement
- Thorough comprehension of starches, fats, sugars, liquids, eggs, and flavorings
- Ability to prepare candies, petit fours, frozen and cold desserts.
- Ability to decorate, portion, and plate pastries
- 1+ year of experience in pastry production (may be combined with formal culinary training)

#### EDUCATION

- High School Diploma or Equivalent required
- Culinary School 2-4 year degree or foreign equivalency preferred

#### ATTRIBUTES

- Proactive, Team Player, Problem Solver
- Passionate about hospitality and customer service driven
- Must have a professional appearance and good hygiene
- Respect for all co-workers and guests
- Pride in your work by creating positive energy, excitement and fun
- Able to work 7 days a week
- Demonstrate positive behaviors; smiling, being polite and courteous
- Able to develop a camaraderie with team members
- Ability to live in close quarters, share limited space with other cabin-mates

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**PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, all team members are required to stand; walk long distances on the ship; use hands to touch, handle or feel; reach with hands and arms; talk or hear and taste or smell. All vessel positions require repetitive motion of bending, climbing, going up and down stairs and lifting more than 25 pounds. This job requires specific vision abilities to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- All team members must be physically able to participate in emergency life saving procedures and drills. All vessel positions require full use and range of arms and legs as well as full visual, verbal and hearing abilities to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- Work within different temperature changes—indoors to outdoors.
- Able to pass basic safety course.
- This is a minimal description of duties. Other work requirements may be necessary and assigned as business or maritime law dictates.