

HOTEL OPERATIONS

HK.02.30	Job Description		Effective: 01 Nov. 2005
POSITION TITLE	Asst. Printer	POSITION GRADE	Category D
MANAGER'S TITLE	Assistant Executive Housekeeper	DEPARTMENT/DIV	Housekeeping

POSITION SUMMARY

Responsible for the use and maintenance of all print shop machinery, including the offset machine, paper cutter, folding machine and photocopier. **Revised: Nov. 1, 2005**

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

- Follows instructions as given by the Printer.
- Delivers printed materials to various departments as needed.
- Maintains the cleanliness and organization of the print shop and chemical lockers.
- Reports any loss or damage of supplies and equipment to the printer.
- Assumes other duties assigned by the Asst. Executive Housekeeper.
- Maintains the standards and guidelines recommended by USPH, SEMS, and NCL Hotel Operations.
- Must be familiar with the Safety and Environmental Protection Policy and the SEMS, and carry out the policies and procedures appropriate for the position.

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DIMENSIONS

- Must be able to assist with various printing needs for vessels from 2,000 to 3,000 guests.

NATURE AND SCOPE

- Knowledgeable with the safe and efficient use of all print shop machinery, equipment and related supplies.
- Able to properly care for different type printing machines, including offset equipment, paper cutters, folding machines, and photocopiers.
- Accountable for the proper storage of printing and paper supplies and safeguards against waste and loss.
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QUALIFICATIONS, EDUCATION AND ATTRIBUTES

QUALIFICATIONS

- Computer software and technical knowledge of different type printing machines, including offset equipment, paper cutters, folding machines, and photocopiers.
- Fluent in English; Speak, Read, Write
- Computer Skills: Microsoft Word & Excel
- Equipment Skills: ITEK Graphic Camera, ABDICK Offset Printing Press, Canon Copy Machine, or similar type equipment.

EDUCATION

- High school diploma or equivalent and at least six months apprenticeship schooling for use, care and maintenance of printing equipment.

ATTRIBUTES

- Mechanically-inclined.
- 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

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<ul style="list-style-type: none">• Able to develop a camaraderie with team members• Ability to live in close quarters, share limited space with other cabin-mates		

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.