

## HOTEL OPERATIONS

FB.05.02.75

### Utility Galley Job Description

Effective:  
06/13/2003

#### POSITION TITLE

Utility Galley

#### POSITION GRADE

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#### MANAGER'S TITLE

Hotel Director, Asst.  
Hotel Director or F&B  
Director, Exec. Chef,  
Sanitation Supervisor,  
Kitchen Steward, Asst.  
Kitchen Steward

#### DEPARTMENT

#### BASIC PURPOSE

- Ensure efficient cleaning and sanitation of assigned (i.e. pot washer, glass washer, dish washer, garbage room, etc.) area within the hotel operation on-board your vessel, according to USPH regulations.

#### POSITION RESPONSIBILITIES

- Work as a team member.
- Follow "Clean as you go" work habits.
- Do any special duty requested by your superiors.
- Follow safe work habits and notify supervisors of any dangerous or unsafe place in work area.
- Make frequent suggestions to your direct supervisor in order to bring the standard up and keep your interest on the job.
- Follow the sanitation SOP from the corporate office.
- Take part in all USPH inspections in your area of responsibility.
- 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.

#### DIMENSIONS

- Able to lift at least 25 lbs.
- Climb on step stool or ladder in order to complete elements of job or facilitate maintenance issues.
- Bend, lean and stoop without hindrance.
- Fine motor skills.
- Use stairs often.
- Work within different temperature changes—indoors to outdoors.
- Able to pass basic safety course.
- All in here mentioned is a minimal description of duties. Other work requirements may be necessary and assigned as business or maritime law dictates.

#### NATURE AND SCOPE

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

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**KNOWLEDGE AND EXPERIENCE**

- 2 years experience as galley utility and some experience in various areas of a hotel operation.
- Good attitude.
- Ability to work in a team.
- Some oral and written communication skills.