

SECOND COOK

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- He has to assist the First Cook in all requested matters.
- He is responsible for the immediate working area and/or as the Executive Chef delegates.

REPORTS TO

- The Second Cook reports directly to the Sous-Chef. The entire Galley Staff is subordinate to the Executive Chef and ultimately to the Hotel Manager.
- In the absence of the 1st Cook, the Second Cook will take over his duties.

SUBORDINATE PERSONNEL

- 3rd Cooks
- Utility/Cleaner

AREAS OF RESPONSIBILITY

- He is responsible for the presentation of food and buffets. Cooking and food preparation in the kitchen to the agreed and established standards and to the satisfaction of the passengers.
- He prepares and cooks food to the highest standards to ascertain an efficient Food Service.
- He ensures that all food items prepared and served are according to established standards and practices.
- He is eager to minimize spoilages and utilize food surpluses.
- As needed, he trains and guides kitchen personnel.
- He makes sure that all buffets are well presented.
- He ensures that all food requests are executed to the fullest satisfaction of the passengers according to established standards and policies.
- He forwards to the First Cook suggestions for improvements in raw materials, menus, cost savings and equipment.
- He is aware of all fire, safety and emergency procedures.
- He performs other duties if required since above stated describe only a regular working day.
- He is available to work overtime if requested.
- He takes part in the storage of food items when required.

CLEANING AND MAINTENANCE

- He is responsible for the proper cleaning and sanitary matters of his working area and/or as delegated by the Executive Chef.
- He handles all working material and equipment correctly and keeps it well cleaned.
- He reports all necessary repairs to his Superior.
- He is familiar with proper sanitation procedures and follows Public Health requirements.
- As our Company grows, so will our need for loyal, skilled management. Therefore, our Galley personnel have every opportunity of promotion to higher positions.

DAILY ROUTINES FOR SECOND COOK

Morning

- Responsible for preparation of Luncheon Buffet, cold meat, seafood platter, all hot dishes including the various sauces and desserts for lunch
- Works behind buffet, carving main dishes (hot or cold)
- Stores leftovers and surpluses in a manner to protect them from contamination
- If necessary, starts preparations for the following day.
- Cleans his work station

Evening

- Prepares for midnight snack and for Cocktail Parties
- Assists First Cook in final preparation for dinner service
- Assists during dinner
- Stores leftovers and surpluses in a manner to protect them from contamination
- Checks and organises all fridges, freezers and stores
- Cleans his work station according to standard sanitation practices

APPEARANCE/PERSONAL HYGIENE

- The appearance of the entire personnel on board the ship reflects the reputation and image of the Company, therefore a great deal of emphasis is placed on a professional appearance.
- The Company expects you to maintain the highest standard of personal appearance and hygiene at all times.
- If in passenger areas full uniform is to be worn: hat, scarf, jacket, name tag, pants and proper shoes.

- Have a clean neat personal appearance.
- Special attention to grooming, hygiene care and clean and proper uniforms and shoes.
- Hair must be well groomed, neat and not extend over the shirt collar and always be kept clean.
- A moustache is acceptable if kept neatly trimmed.
- Big earrings and big necklaces are not to be worn on duty and more than one moderate size ring is not acceptable.
- Smoking is not permitted while on duty.