

PROVISION MASTER

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- Ordering of all Food & Beverage supplies, approved and signed by the F&B Manager. Reviving and inspecting all supplies for quality and accurate quantities (all the above with assistance from Executive Chef and Bar Manager).

REPORTS TO

- He reports direct to the Food and Beverage Manager.

GENERAL DUTIES AND RESPONSIBILITIES

- He maintains the entire dry and refrigerated stores in an orderly and sanitary manner. He washes properly all china, silver and glassware. He cleans provision rooms, galley and assists Cooks to ensure an efficient Food Service for pax and crew.
- He takes care of all stores arriving from Shore side (with the help of other Cooks) and is responsible for the proper and safe storage of all goods.
- He is responsible (with other Cooks) for storing all products in the right place and controls quantities received.
- He distributes all products in accordance with written orders to the sub-departments. **No delivery of items without a written Requisition.**
- He unloads and transports dry and wet garbage.
- He makes an inventory control and spot-checks whenever requested by the Hotel Manager.
- He presents information to the Executive Chef on which items are to be used first.
- He returns food surpluses from the galley to the stores.
- He assists Cooks in all tasks to ensure an efficient breakfast, lunch and dinner service
- He assists when time permits in the washing of china, silver and glassware.
- He cleans and sanitizes the whole galley, fridge, freezers, dry goods store, including floors and steps and elevator.
- He assists in all work as delegated by the Executive Chef.
- He checks on a continuous basis all equipment, fridges, switches, plugs, lights and reports any irregularities to the Executive Chef.
- He is aware of all fire, safety and emergency procedures.
- He is available to work overtime if requested.

INVENTORY OF DUTIES

- Ensuring proper rotation of food and use FIST IN FIRST OUT procedure.
- Receiving food supplies with quality assistance from the Executive Chef.
- Receiving Beverage Supplies with the assistance from the Bar Manager.
- Checking all received Provisions for accuracy to the delivery note/invoice from the individual suppliers.
- Keeping an updated F&B inventory at all times (daily).
- Take each cruise a physical inventory of the entries storerooms.
- Daily issuing of Food & Beverage supplies to the respective departments according to written requests approved and stored by the responsible department heads.
- Make sure NO Food or Beverage is leaving the storerooms without written requisition and ensure proper rotation of all food items.
- Report any discrepancies to the F&B Manager.
- Controls qualities and costs together with the Executive Chef / Bar Manager.
- Submits slow moving for inventory list monthly to the Executive Chef.
- Keeps the storerooms neat and clean at all the time as instructed by the F&B Manager who will conduct inspections.
- Assures USPH standards.
- Trains storerooms Assistance to the proper USPH standards and procedures and cleaning using the vessel manual.
- Follows up on the vessels self inspection according to manual.
- Prepares a voyage report at the end of the cruise to be signed by the F&B Manager and send to the head office ashore.
- The F&B Manager has to evaluate provision Crew periodically as specified by the company (all 3 month).
- Make sure that all equipment is working up to standards and food is stored manner all technical discrepancies must be reported in written form to the F&B Manager ASAP.
- Control and monitor in accordance with the company rules all the temperatures from the storerooms.

INTERNAL DISTRIBUTION OF GOODS

- He follows the internal requisitioning procedures and distributes all goods according to the established delivery schedules.
- He ensures that all requisitions are signed by the authorized staff and notifies the correct person when requirements cannot be met.

INVENTORY CONTROL

- Spot-check inventories will take place at irregular intervals arranged by the Chef de Cuisine/Hotel Manager.

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 with the necessary care and keeps it well cleaned.
- He reports all necessary repairs to his Superior.
- He is familiar with proper sanitation procedures and follows U.S. Public Health requirements.

STORAGE ROUTINES

Keeping Food Safe

- Unlike fine wines, some other beverages and some cheeses, food does not improve while in storage.

Basic rules are:

- "FIFO - first in, first out"
- Storing food in designated areas only
- Storage area to be kept clean
- Refrigerated storage for short term holding,
- Freezer storage for long term holding,
- Dry storage for longer holding of dry goods,
- Each area needs its own sanitation requirements

Low Temperature Storage

- Temperatures should be checked regularly on a thermometer, permanently placed in the warmest part of the unit. Cleaning and sanitizing depends on the use, but should be done on a regular basis.

Freezer Storage

- Temperatures should be maintained between 10° F and 0° F (-23° - 18° C). Temperatures should be checked on a regular basis and as with refrigerators, should be defrosted and cleaned as frequently as necessary.

Dry Good Storage

- Ideal temperature of 50° F (10° C), however, 60° to 70° F (6° -21.1° C) is adequate for most goods. Relative humidity 50 - 60°.
- Adequate ventilation is required and a thermometer and a hygrometer should be displayed.
- Cleaning and sanitizing should be done on a regular basis, according to the use.
- Protecting Food: Nearly all bacteria rapidly multiply at temperatures from 45° - 140° F (2° - 60° C).
- Time-temperature control is a must to maintain sanitary and culinary quality in food products. Potentially hazardous food has to be kept at an internal temperature of 140° F (60° C), or higher, or at an internal temperature below 45° F (2° C). In some cases a danger zone from 40° F to 150° F (4° C - 66° C) is required. In order to ensure and check the correct temperature, a metal probe thermometer, accurate to plus and minus 2° F (plus/minus 1 degree C), should be used.
- Each hot food product category has different temperature requirements in regard to cooking temperatures. Poultry and stuffed meat have to be cooked to an internal temperature of 165° F (9° C) minimum. Pork and anything containing pork has to be cooked to an internal temperature of 150° F (66° C) minimum.
- It is recommended to cook pork to an internal temperature of 170° F (7° C). Bare roast beef has to be cooked to an internal temperature of 130° F (54.4° C) minimum.
- Holding temperatures differ again by each project. Meat dishes are usually held at 140° F (60° C). Sauces, gravies, soups at 140 - 180° F (60 - 82° C)
- Beverages at 180 - 190° F (82° - 88° C) Highly perishable leftovers have to be thrown out, while other leftovers have to be quickly chilled in shallow pans to below 45° F (7° C)
- To expedite cooling fill pans with no more than 4 inches (10.16 cm) of food product since it is imperative to cool leftovers to 45° F (7° C) or below within 3 hours maximum. Leftovers have to be covered and, if used again, have to be quickly reheated to 165° F (9° C).
- Keep cold food at an internal temperature of 45° F (7° C) or less.
- Keep hot food at internal temperature of 140° F (60° C) or higher.
- Leftovers reheated to internal temperature of 165° F (9° C) quickly.

- Use care in storing food prepared in advance. Cook or heat food to recommended temperatures.
- Surfaces to be cleaned and sanitised before each use to avoid cross contamination.

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.