



JOB DESCRIPTION – HEAD PASTRY CHEF

Title:	Head Pastry Chef
Rating:	Staff
Department:	Galley Department
Reports to:	Sous Chef, Executive Chef
Direct Subordinates:	Asst. Pastry Chef Asst. Cook Pastry, Pastry Utility
Cabin:	Single if available

1. Experience/Skills/Character

- Must have good knowledge of international Pastries
- Must have a good command of the English language
- Must have a complete education as a Pastry Chef
- Must have basic school education
- Must have at least 5 years of practical experience in Pastry in a hotel or restaurant (two years experience on a cruise ship preferred).
- Must be able to deal with quality control, and production control

2. DUTIES & RESPONSIBILITIES

Must be aware of and able to follow on USPH standards and procedures.

The communication to the Sous Chef and Executive Chef must be in respectful, friendly and professional way.

The guidelines and requests from Management must be followed in the most efficient way.

Implement working schedules for all Pastry Cooks and Pastry Utility personnel.

The Pastry Chef should be constantly aware of stock levels and stock quality of all Pastry and Bakery items.

The production is to be based on the number of passengers in the Food outlets and should be planned with the feedback of the Executive Chef, regarding passenger numbers for each meal.

Check and ensure that all Pastry products are consistently prepared at the highest quality standard.

The entire food production of the Pastry is the direct responsibility of the Pastry Chef.

He is to use the standardized recipes and presentation photos as a guide line.

The Pastry Chef will evaluate with the Executive Chef his direct subordinates on a regular basis, as outlined in the F & B manual. Following the evaluation is a conversation with the evaluated crew members on a one-to-one basis, where the strong and the weak points are to be discussed and goals are set for future improvement.



The Pastry Chef is directly responsible together with the Executive Chef, to ensure all his direct subordinates are fully aware of company standards concerning food production, food presentation, food handling, controlling procedures and the vessel sanitation and health program.

He is to constantly examine the professional knowledge of his staff and train (re-train) if required.

All machines and equipment must be kept in good repair.

All Pastry personnel have to be familiar with the handling and cleaning procedures of the respective Pastry equipment.

Arrange training sessions for this purpose and check on the crew to ensure they understand each aspect of this subject. Daily contact and exchange of information with Pastry staff as per structure graphic.

Work with subordinates and lead them successfully into productive working methods by setting an example with professional and disciplinary habits.

Provide a two way line of communication with all Pastry staff members.

Ensure, that the set standards are held and crew members work according to their respective job descriptions.

I have read and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.

Head Pastry Chef