



## **JOB DESCRIPTION – ASST. STORE KEEPER**

<b>Title:</b>	Asst. Storekeeper
<b>Rating:</b>	Crew
<b>Department:</b>	Stores Department
<b>Reports to:</b>	Provision Master, Hotel Cost Controller
<b>Cabin:</b>	Shared

### **1. EXPERIENCE/SKILLS/CHARACTER**

- Must have experience on ships or hotel in similar position
- Must have a good command of the English language
- Must have a good knowledge of food, beverage and hotel stock items
- Must always be clean and properly dressed while on duty.

### **2. DUTIES & RESPONSIBILITIES**

To achieve the highest standard of sanitation and cleanliness in all storeroom areas, receiving area (associated areas) leading to total guest and companies satisfaction.

To receive requisition orders from the various department heads, to prepare them for issuing and finally to issue them to the respective departments.

To keep a tight control on stock movements and to have all items inventoried and issued correctly at all times.

To clean according to schedule and as necessity arises, all heavy duty equipment, including inside refrigerators, ventilation filters.

Able to direct and store all goods during loading to the right store room

To inform the Provision Master and/or Hotel Cost Controller of any expired/spoiled items or any other kind of stock damages.

To perform all duties assigned efficiently, technically correct, follow the company policies, Ship's rules and regulations, requests of Superiors, adhere to procedures of the training manual achieve a high standard leading to total guest satisfaction.

To be aware and follow security/fire/safety procedures according to Ship's rules and regulations.

To attend all training when requested :

- demonstrations in the use of chemicals
- fire drills
- Training in USPH procedures and standards

To perform any other duties set by company policies, Management or his/her direct superior and not included in the above job description.



CRUISE & FERRY SERVICES GROUP

**I have read and discussed the above and I fully understand the description of my job.**

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**Asst. Storekeeper**