



## **JOB DESCRIPTION – STORE UTILITY**

<b>Title:</b>	Store Utility
<b>Rating:</b>	Crew
<b>Department:</b>	Stores Department
<b>Reports to:</b>	Store keeper, 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 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 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 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.

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

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**Store Utility**