

Job Description



Function:	Operations - Offshore
Position:	Steward
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Chef Manager
Additional reporting line to:	
Position location:	Offshore

1. Purpose of the Job

As an integral member of the COTA team contribute to the provision of quality laundry, accommodation, messroom and janitorial services adhering to health and safety at all times.

2. Main assignments

- By utilising resources available, work as effectively and efficiently as possible to ensure the service is provided to the agreed standards.
- Maintain accommodation areas in a clean and sanitary condition at all times.
- Cleaning, buffering, hovering, sweeping, and washing floors, walls and ceilings to be carried out in accordance with company procedures and safe systems of work to the contract specified standard, and recorded in the cleaning schedules.
- Ensure all laundry is done to client's satisfaction and contract specification.
- Ensure chemical store is kept clean and tidy.
- Accompany supervisor on daily and weekly inspections of areas of your responsibility.
- Maintain cleanliness of all catering equipment
- Ensure kitchen and all its equipment are maintained in a clean and hygienic manner.
- Ensure mess is kept clean at all times.
- Assist in the preparation and serving of meals.
- Ensure adequate supplies of cutlery and crockery are available throughout service times.
- Ensure adequate supplies of galley equipment are available to chefs.
- Manage the pot wash area.
- Assist in unloading containers.
- Adhere to deep cleaning program.
- Notify line supervisor of any defects or maintenance requirements within areas of responsibility.
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act.
- Report all accidents and injuries.
- Report any incident of fire, loss, damage, unfit food, and other irregularities and take such action as may be appropriate.
- Embrace industry training and development and culture by
- Attending Client and Company training courses as deemed necessary.
- Fully support and participate in all Client and Company safety initiatives.
- Carry out additional duties and any other tasks within your competency, such as the unloading of containers, which form part of the company service to the customer, as requested by the manager.

3. Context and main issues

Responsibility for machinery/equipment/materials/consumables

- Ensuring correct use, safe operations and keeping clean and hygienic at all times.
- Basic maintenance and preparation for use on an as and when required basis.
- Completing work in terms of all Risk Assessments and Safe Systems of Work.
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, at all times, that all chemicals are stored correctly according to COSHH regulations.
- Working knowledge of Company/Client Safety Management Policy.

Communication/Contact with others

- Communicate with colleagues and supervisors with regard to routine information.
- Reporting faults to line supervisor or department supervisor.
- Report any customer complaints immediately and take the necessary action if appropriate.

4. Accountabilities

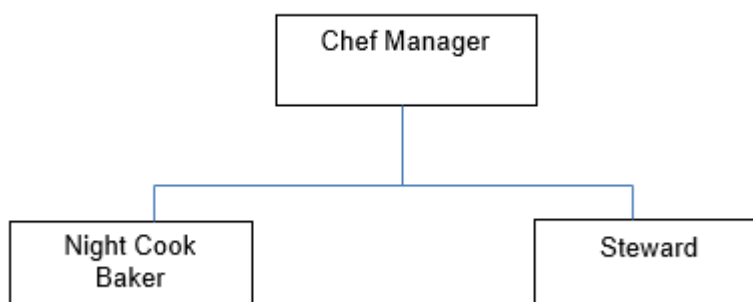
- Participate in periodical inspections and contribute to the process of identifying and implementing improvements.
- Identify personal training needs where possible.
- Take personal responsibility for closing identified development gaps and future requirements.
- Personal competencies are known, understood, adhered to and updated on an ongoing basis.
- Ensure the personal working hygiene standards meet both the company and statutory requirements.

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

6. Job profile

- Offshore experience is essential however it is desirable that the individual has customer service experience and background knowledge and experience in a catering / hospitality environment.
- Health and Hygiene certificate desirable

7. Organization chart



Received:

Date:

Date:

Job holder

Immediate Manager