

## Employment Opportunities

Below is a brief description of this position. However, the descriptions should be regarded as outlines for basic responsibilities and the duties of each position and not as parameters for defining a crew's job.

TBC's philosophy is that the entire crew works together as a team to accomplish the task of operating a safe, enjoyable and well-maintained ship. **NO CREWMEMBER IS ABOVE ANY WORK NEEDING TO BE DONE TO MEET THIS OVERALL GOAL.**

All crewmembers are required to be certified in CPR, First Aid, and all necessary STCW requirements for international voyages. All crew are to be trained and drilled in emergency procedures as assigned by their supervisor.

### ASSISTANT STEWARD

The Assistant Steward works under the supervision and direction of the Steward and helps with all aspects of serving meals and cleaning guest cabins and public areas. The Assistant Steward helps inventory and restock bar supplies, cocktail beverages, soft drinks and wines. The Assistant Steward also helps maintain a clean and orderly laundry area on board, organizing and stowing all spare guest linens, towels, etc.

### GENERAL REQUIREMENTS

\* Meal service (50%): Monitor guest consumption of cocktail snacks, bar supplies, coffees, teas, sodas, mixers, etc., and restock supplies as necessary. Help serve appetizers and work closely with the Steward and galley crew to ensure high-quality meal presentations. Assist with dining room set-up, meal service and bussing. Sweep fantail dining area floor daily and keep dining and buffet tables clean and well-organized at all times. Whenever possible, help with dish washing and galley cleaning chores, and assist with the removal of food refuse, glass and other kitchen waste to dumpster on deck. Help pull wine and liquor from stores as needed, and help maintain orderliness in storeroom. When necessary, assist with preparation of sack lunches for guests and guides, and help ensure bottled water, coffee thermoses, or other beverages and snacks are available for fishing or shore excursions. Responsible for helping to make sure guests are served and well cared for at all times while on board.

\* Cleaning staterooms and public areas (40%): Assist Steward in maintaining stocks of toiletries, towels, bed linens, blankets, and all other supplies for guest cabins. Clean guest cabins daily during cruises by tidying-up, vacuuming and cleaning bathrooms. Maintain orderliness and cleanliness in all public areas, paying attention to details such as clean windows, empty trash containers, swept or vacuumed floors, well-tended plants and fresh flower arrangements. Assist the Steward with inspections of all guest staterooms and bathrooms before each cruise to ensure these areas are immaculately clean and orderly.

\* Other duties (10%): Upon direction from supervisor or Captain, undertake other duties which may include assisting other crewmembers with their duties, handling lines or fenders upon entering or leaving port, assisting with luggage handling in port, etc. Help Steward with end-of-season inventory of steward supplies. Help ensure laundry areas are kept clean and orderly. Help handle lines or fenders upon entering or leaving port. Assist with luggage handling in port. Help the Steward with end-of-season inventory of all steward supplies.

## QUALIFICATIONS

- \* Prior restaurant, cruise ship, lodge or hotel experience required. Must be congenial, energetic and accustomed to dealing with the public.
- \* Previous experience in the maritime industry, especially passenger vessel service, is beneficial.
- \* Requires ability to listen and communicate well with others, follow directions and respond quickly and effectively both during the normal performance of duties and during scheduled emergency drills.
- \* Requires the ability to write and organize shopping lists.
- \* Interpersonal skills require the ability to regularly deal with a variety of different people. Patience, thoughtfulness, and absolute courtesy in relations with guests is essential. Must be capable of living and working in close-quarters for long periods of time with supervisor and other personnel.

## GENERAL WORKING CONDITIONS

Crew sign on to a vessel for an entire four to five month operating season, and must be physically capable of maintaining rigorous work schedules consisting of twelve to fourteen-hour days over much of this time. Most of the Boat Company's cruises are of eight-day duration, and at the end of each cruise there is a short twenty-four to forty-eight hour turnaround period in port during which time all crewmembers assist with various shipboard duties such as luggage handling, refueling and loading stores. For the purpose of maintaining safety and security on board, the Captain may direct any crewmember to stand a security watch during turnaround periods in port.

Physical demands generally include frequent bending, reaching, twisting, kneeling, pulling/pushing, grasping, and the passing or receiving of one to several different sized objects totaling up to 50 pounds in weight while loading ships stores. When heavy or awkward items are being moved, crew should use lifting devices such as cranes or chain falls, or seek assistance from other personnel. When an object is too heavy or too awkward for one person to move safely, it is the responsibility of the individual to obtain assistance as necessary.

Must be capable of boarding and exiting a vessel without physical assistance by climbing up or down dock ladder or vessel boarding steps. Must be capable of climbing into or out of a skiff from dock or boarding area without assistance in all weather conditions. Must be able to climb or descend one or more sets of steep stairs or vertical ladders both inside and outside the vessel in all weather conditions. Must have the ability to climb an eight-foot vertical ladder and fit through a 28-inch wide hatch.

Must have hearing, vision, and vocal abilities that allow performance of duties safely when aboard vessel. Must be capable of hearing alarms and signals from the vessel.

Must be capable of performing the actions listed in the vessel Station Bill (copy provided upon request). Must be able to don a life vest or jacket and/or survival suit without assistance. Must be capable of working and living on board a vessel for the tour of duty duration and without having access to hospital services, prescription medications or medical treatment except for first aid assistance and/or treatment at local area clinics, if available.

Must be willing to assist other crewmembers in the performance of their work duties at any time during

tour of duty duration. May be required to use hand tools, power tools, painting equipment, and personal protective gear. Power tools may be heavy or awkward and may generate dust or loud noise.

#### INTERIOR ASSISTANT

The Interior Assistant is a position aboard the MIST COVE. This position will require great flexibility and may demand that the crewmember perform duties ranging from cleanup in the galley and staterooms, to the service of meals in the fantail. It is possible that the person who fills this position will concurrently be training for another position the TBC, such as Chef or even Engineer.

The Interior Assistant reports to the Mate.

#### EXAMPLE LIST OF DEMANDS OF THE JOB (NOT EXHAUSTIVE):

The Interior Assistant must be capable of performing all tasks outlined under Assistant Steward and Galley Assistant.