

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.

STEWARD

The Steward oversees all aspects of meal service and also manages the maintenance of guest cabins and all public areas. Steward inventories and restocks all cocktail and wine service items, table settings, cabin linens, toiletries and other supplies necessary for maintaining quality guest services. The Steward supervises Assistant Steward, and reports to the Captain.

GENERAL REQUIREMENTS

* Manage cocktail and meal services (50%): Maintain inventory and supplies of all necessary cocktail snacks, bar supplies, sodas, mixers, meal-service items and table settings. Manage costs to stay within TBC budget. Serve appetizers and work closely with Chef to ensure high-quality meal presentations. Supervise and assist with dining room set-up, meal service and bussing. 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. Manage wine and liquor inventories, and maintain orderliness in areas where wine and liquor stores are kept. When necessary, assist with preparation of sack lunches for guests and guides, and work with Chef to ensure bottled water, coffee thermoses, or other beverages and snacks are prepared and available for fishing or shore excursions. Responsible for making sure guests are served and well cared for before, during and after mealtimes.

* Manage guest staterooms and public areas (30%): Maintain 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, vacuumed carpets, well-tended plants and fresh flower arrangements. Ensure there is an ample and well-organized selection of games, music CDs, videos, etc. for guests. During turnaround periods in port, the Steward is responsible for overseeing the work done by outside cleaning services. Cleaning services are hired to assist the Steward and Assistant Steward with room cleaning chores during turnarounds. By no means does this relieve the Steward from the responsibility of carefully conducting final inspections of all guest staterooms and bathrooms before each cruise to ensure these areas are immaculately clean and orderly.

* Laundry and cleaning-supplies management (15%): Ensure laundry areas are kept clean and orderly, removing lint accumulations and emptying waste receptacles daily, as these can be fire hazards on board vessels. Spare guest linens, table settings and towels should be neatly organized at all times. Crew are responsible for doing their own laundry and should clean-up after themselves, but Steward is responsible for overall laundry area management. Maintains supplies of detergents, window cleaners,

spot removers, deodorizers and all other interior-area cleaning agents and supplies.

* Other duties (5%): Help handle lines or fenders upon entering or leaving port. Assist with greeting guests upon arrival, sending-off guests upon departure, and luggage handling in port. Responsible for preparing end-of-season inventory of all steward supplies.

QUALIFICATIONS

* Minimum of one year hotel, restaurant or cruise ship experience in position of responsibility, such as reception/front office manager, chief steward, head waiter/waitress, or food and beverage director.

* 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, and issue orders for supplies in person or over the telephone.

* 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 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.