



JOB DESCRIPTION

Title: Bar Steward

Department: Food & Beverages

Position Reports to: Bartender / Assistant Bartender / Assistant Food & Beverage Director

Date Revised: October 25, 2002

Position Summary:

To provide the highest possible standard of cocktail/bar/wine service to passengers and staff.

Principal Duties and Responsibilities:

1. To provide bar and food related services as required.
2. To have complete knowledge of the cocktails/drinks/wines as listed and their presentations.
3. To present positive attitude and personality at all times during passenger service.
4. To be familiar with all USPH practices and guidelines.
5. To be familiar with the cashless cruising and Point of Sale charge system.
6. To be aware of work schedules, company guidelines and regulations regarding uniform, grooming, and hygiene policy.
7. To assist in the loading and delivery of ship's stores.
8. To ensure the deck furniture is kept clean and tidy, and used swimming pool towels are returned to the laundry.
9. To ensure that garbage separation is maintained.
10. To ensure that your place of work is kept in immaculate condition.
11. To be flexible and work in all bar areas.

12. To respond to any additional work requests as may be necessary.
13. To ensure all drinks, which are served, to passengers and shipboard employees are charged to and signed for by the individual requesting the drink.
14. Bar Staff are not allowed to drink while on duty or behind the bar. Bar Staff are required to report such incidents concerning other Bar Staff to their immediate supervisor.
15. To ensure that all drinks served are immediately charged and recorded on the guest or employee charge account.
16. The standard pouring sizes on all Princes vessels are as follows:

- Spirits	1 ½ ounces
- Aperitifs	1 ½ ounces
- Liqueurs	1 ¼ ounces
- Wine	6 ounces
- Fruit Juices	5 ounces
- Port/Sherry	2 ounces
- Dessert Wine	2 ounces

Background:

1. **Supervision** – The number of people this position supervises if any, either directly or through subordinates.
2. **Mental Application** – The nature of the decision-making ability the position requires versus the extent to which the work is governed by established policies and procedures.
3. **Responsibilities** – The extent to which an error in judgment on the job would result in loss of time, expense or public/employee goodwill.
4. **Contacts/Internal and Public** – The level of contact with others outside and within the organization.
5. **Impact** – The measurable impact this position has on the company/vessel.

Condition and Equipment:

1. **Equipment Operation** – The equipment this position uses that requires some knowledge and skill for usage.

Specifications:

1. **Education-** The knowledge, skills and abilities required or preferred for this position.

Must have a complete command of the English Language.

Must have sufficient knowledge of wine and beverage products/service and cocktail presentation and preparation techniques.

Must be familiar with all current USPH practices and guidelines

Experience:

1. Previous Food & Beverage experience.

Abilities:

1. Good social skills
2. Ability to further his/her knowledge
3. Ability to work under pressure

SIGNATURE

EMPLOYEE NUMBER

PRINT NAME

DATE