

BLACK llp	MANAGEMENT SYSTEM	Document No.	HR-JD-110
		Revision Date:	May 2009



JOB DESCRIPTION

Chief Cook

1 GENERAL

A candidate for the Chief Cook position should be a qualified catering specialist.

The Chief Cook is designated to the position and dismissed from it by the order of the Director of "BLACK llp".

- The Chief Cook reports directly to the Captain;
- Coordination with Chief Mate (if applicable), Chief Engineer, 2nd Engineer (if applicable);
- Subordinate positions: Galley Helpers and Cleaners (in absence of Chief Mate);
- During absence: Is substituted by another Chief Cook or Galley Helper if so directed by the Captain;

The main task of the Chief Cook is:

To prepare quality meals, maintain the galley, food storages and fridges; follow the orders of the Captain and to comply with the company policy.

The Chief Cook must know:

1. BLACK llp QHSE Management System (relevant sections);
2. Understand and adhere to BLACK llp's Catering Procedures;
3. Minimal sanitary requirements;
4. Shipboard damage control manual;

2 JOB RESPONSIBILITIES

The Chief cook is responsible for the following:

1. Cooks quality meals in sufficient quantities taking into account crew and clients demands;
2. Utilizes and maintains properly all the items in their control;
3. To report to the Captain in timely manner about any inadequacy and observations of the area under their control;
4. To prepare and submit to the Captain the request for foods, supplies as well as write off documents for items in their control;
5. Ensure the galley and mess are clean and hygienic, that all trash is removed daily and that regular pest control is conducted;
6. Implement and control the company waste segregation policies as applicable in the Galley and Mess Room;
7. Facilitate weekly hygiene inspections, either internally or by means of any Client Representative;

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8. To comply with the implementation of the Company HSE policies, as well as those of our Clients and Local authorities;
9. Ensure any deficiencies in the QHSE program are reported to enable corrective measures to be taken;
10. Familiarize themselves and those under their supervision with the contingency and emergency response plan;