

BLACK llp	MANAGEMENT SYSTEM	Document No.	HR-JD-111
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JOB DESCRIPTION

Galley Helper

1 GENERAL

A candidate for the Galley Helper position should be a qualified catering specialist.

The Galley Helper is designated to the position and dismissed from it by the order of the Operations Manager of “BLACK llp”.

- The Galley Helper reports directly to the Chief Cook;
- Coordination with Cleaner;
- During absence: Is substituted by another Galley Helper or Cleaner if so directed by the Captain;

The main task of the Galley Helper is:

To assist the Chief Cook with the preparation of meals and to clean the Galley and Mess-room on a daily basis.

The Galley Helper must know:

1. BLACK llp QHSE Management System (relevant sections);
2. Understand and adhere to BLACK llp’s Catering Procedures;
3. Minimal sanitary requirements;

2 JOB RESPONSIBILITIES

The Galley Helper is responsible for the following:

1. Ensure Galley and Mess areas are clean and hygienic, that all trash is removed daily, and that regular pest control is conducted;
2. Clean and prepare food as per Kazakhstan regulation and in sufficient quantities as per directive of the Chief Cook;
3. Apply the company waste segregation policies as applicable in the Galley and Mess Room;
4. Liaise with Chief Cook to report any deficiencies in the HSE program to enable corrective measures to be taken;
5. To report to the Chief Cook in timely manner about any inadequacy and observations of the area under control;
6. Familiarize herself with the contingency and emergency response plans;
7. To comply with the implementation of the Company HSE policies, as well as those of our Clients and Local authorities;