



## Lindblad Expeditions Job Description

**Job Title:** PASTRY CHEF/BAKER  
**Department:** M/V National Geographic Quest & M/V National Geographic Venture  
**Reports to:** Head Chef

### JOB SUMMARY

The Baker is responsible for all the baked goods and dessert production on board for guest and crew meals. In addition, the baker may prep, load stores and provisions, clean, and wash dishes.

### ESSENTIAL DUTIES

#### Food Preparation:

Must have extensive baking and pastry experience, as well as a wide variety of international baked goods knowledge, following Company menu matrix, and recipes.

- Participates in the actual baking of guest breakfast, lunch, and dinner breads (both Sweet and Savory), as well as any spreads, jams or butter accompanying breads. As well as any baked goods for meal periods.
- Prepares, and plates guest dinner, and lunch desserts. Including mise en place, sauce and garnish.
- Prepares mid- morning, and high tea pastries and baked goods and any out of the blue and 'welcome' baked good.
- Ability to prepare and produce baked goods and desserts as per required dietary restrictions (GF, Vegan, kosher, lactose free).
- May assist in production of crew meal.
- Works with Head Chef on inventory and baking/pastry orders.

#### Cleaning:

Responsible for all baking and pastry area food service sanitary compliance. Including, but not limited to, all equipment and countertop equipment, deck, bulkheads and overheads. Respects and follows proper FIFO for all baking and pastry pantry. Helps maintain organization in the walk in cooler and freezer, and respects the designated areas of storage within the walk-ins

Helps maintain the cleanliness of the galley area and food storage rooms.

Adheres to all CDC Vessel Sanitation Program and Health Canada requirements.

Assists in dishwashing as needed and/or assigned.



### **Food Stores:**

Assists in loading, handling and proper storage of food and related items to maintain inventory at appropriate stocking levels and to ensure proper rotation of perishable and non-perishable food items.

### **Safety and Security**

Participates in on board safety training, meetings and drills, as directed by the Captain, including fire, abandon ship, man overboard, flooding and medical emergencies.

Adheres to Company's policy on uniform, to promote company's image, safety, and standards.

Participates in shore side training as required by the company.

Familiar with the ISM codes and requirements.

Maintains familiarity with all duties under the company Safety Management System and Emergency Station Billet duties.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Desired qualifications**

Completion of formal training at a culinary or Baking and pastry school preferred.

Minimum of 2 years' experience in the culinary industry on board passenger ships preferred.

Good time management skills; ability to handle multiple tasks, set priorities, and meet deadlines.

Ability to get along with co-workers and support a team environment.

May be responsible for training and guiding others and/or reviewing their work.

### **Licenses/Certificates**

Current First Aid/CPR certification required.

STCW Basic Safety Training preferred.

STCW Crowd Management preferred.

Vessel Sanitation Public Health preferred

### **PHYSICAL DEMANDS**

Must have the ability to work on their feet in a galley of high temperature for 10-12 hours a day for the duration of the rotation, Chefs must also be able to lift up to 50 pounds on a regular basis. Chefs must be able to stay calm and clear headed under stressful situations

### **WORK SCHEDULE**

This position works 12 hours per day on split shifts to cover the responsibilities, approximately 2 months on, 1



month off rotational schedule.

**DISCLAIMER STATEMENT**

This job description is intended only to describe the general nature and level of work being performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills or abilities required of persons so classified or assigned.



## Lindblad Expeditions Job Description

**Job Title:** HEAD CHEF  
**Department:** M/V National Geographic Quest & M/V National Geographic Venture  
**Reports To:** Hotel Manager

### JOB SUMMARY

The Head Chef is responsible for all aspects of the food service operation including the administrative and technical duties required to provide our guests and crew with high quality cuisine. He or she will also be responsible to supervise/ train all the duties of all other galley personnel. While maintaining shipboard inventories and upcoming deliveries. The galley will operate under the rules and regulations of the Center for Disease Control Vessel Sanitation program. In addition, but not limited to, the Head Chef will assist in prep, loading stores and provisions, clean, and wash dishes.

### ESSENTIAL DUTIES

- Oversees the execution of all guest and crew meals, following the company's menu matrix and recipes, as well as the company's core food value of *regional, sustainable and fresh*.
- Participates in the actual cooking and preparation of food items as a member and leader of the galley team.
- Responsible for all final food products for each meal periods, including butchering, portioning, preparation, execution, presentation, and exceptional flavor profile, including crew meals.
- Ensures the provisioning of all food and related products by placing orders as needed in conjunction with the Hotel Manager, including loading and checking in stores, while ensuring proper FIFO rotation practices.
- Follows order schedules, placing all orders within given time frame.
- Responsible for the execution of special dietary restriction, and allergies including crew.
- Acts as an ambassador, and supporter of the company's sustainable seafood program.
- Maintains inventory with appropriate stock levels and proper rotation of perishable food stores. Includes the cleaning and organization of all provision storage areas in galley, freezer, walk-in, all refrigerator, and storerooms.
- Participates in guest outings like beach BBQ, OOTB, and other as needed to ensure great guest experience
- Maintains food service operations in sanitary conditions as per Lindblad Expeditions, CDC and Canada Health requirements. Fluent in all regulations for CDC standard.
- Must know the proper use of all galley equipment and proper procedures and detergents for cleaning and sanitizing all equipment.
- Actively assists with loading the vessel.
- Supervise the loading of all provisions, taking action as needed to ensure proper quality is received, and follow up with the office with provisions reports.
- Stay current on developments in the culinary field so updates can be made to our menus.



- Communicate effectively with the Hotel Manager and be open for discussion on any matters concerning the operation of the on-board Hotel Department.
- Know day to day responsibilities of every position in the galley.
- Effectively manages and assists in all positions in the galley.
- Works cooperatively with fellow crew members.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises the Sous Chef, Pastry Chef, Chef de Partie, Line Cook, and Pantry Chef, and one galley steward/utility in daily galley operations.

Oversees the training for new hires and ongoing training, and development for all galley staff.

Being present and actively oversee the dining room buffet set up.

Manages food costs onboard, reviewing orders, controlling local purchases, controls onboard inventory and working closely with Purchasing Department and office Hotel Team.

Acts as the person in charge of the galley operation during CDC visits, escorts the inspectors, answers questions appropriately, and professionally

Reports any safety concerns or observations to Hotel Manager.

Responsible for the general appearance of the other Chefs and crew working in the galley and ensures are in uniform.

Fills in other galley positions as required and necessary.

#### **Safety and Security**

Participates in on board safety training, meetings and drills, as directed by the Captain, including fire, abandon ship, man overboard, flooding and medical emergencies.

Responsible for making sure all foods are safe for human consumption and making menu revisions or substitutions when necessary to ensure that the food is maintained at the necessary standard.

Participates in shore side training as required by the company.

Familiar with the ISM codes and requirements.

Maintains familiarity with all duties under the company Safety Management System and Emergency Station Billet duties.

Follows Company's policy on uniform, to promote company's image and safety, and standards. Acts as a leader and ensures the rest of the galley team is compliant with uniform policies.



## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Desired Qualifications:**

Completion of formal training at a culinary school preferred.

Minimum of 2 years' experience managing a culinary team on board passenger ships preferred

Ability to do the "hands on" part of the operation, and successfully complete any admin work required around it.

Good time management skills; ability to handle multiple tasks, set priorities, and meet deadlines.

Ability to get along with co-workers.

Ability to communicate successfully with galley team members; and office personnel.

Support, develop, and promote a healthy and professional team environment.

Responsible for training and guiding others and reviewing their work.

### **Communication Skills**

The Head Chef must possess the ability to effectively present information in one-on-one and small group situations.

Ability to have guest interaction and communicate with them the vision of the department, and program

### **Licenses/Certificates**

Current First Aid/CPR certification required.

STCW Basic Safety Training preferred.

STCW Crowd Management preferred.

Vessel Sanitation Public Health (CDC) preferred.

### **PHYSICAL DEMANDS**

Must have the ability to work on their feet in a galley of high temperature for 12-14 hours a day for the duration of the rotation, Chefs must also be able to lift up to 50 pounds on a regular basis. Chefs must be able to stay calm and clear headed under stressful situations

### **WORK SCHEDULE**

This position works 12 plus hours per day on split shifts to cover the responsibilities, approximately 2 months on, 1 month off rotational schedule.

### **DISCLAIMER STATEMENT**

This job description is intended only to describe the general nature and level of work being performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills or abilities required of persons so classified or assigned.



## Lindblad Expeditions Job Description

**Job Title:** LINE COOK  
**Department:** National Geographic Quest/ Venture  
**Reports To:** Head Chef

### JOB SUMMARY

The Line Cook is responsible for food preparation and assisting in the storing and inventory of food and related products. In addition, you assist and support the Steward in washing dishes and cleaning the galley.

### ESSENTIAL DUTIES

#### Food Preparation:

- Acts as a prep cook, and prepares multiple sauces, vegetables and hot dishes on a daily basis
- Works on a daily prep list based on stock levels, and usage directed by head chef
- Assists Chef de Partie composing crew meals within allotted time
- Assists the Head Chef and/or the Sous Chef and Chef de Partie in plating of guest breakfast, lunch and dinner as well as crew meals
- Working the action station during meal periods; Example but not limited to; Omelets, carving stations and the sauté action station.
- Providing alternatives to all dietary restrictions, crew and guest.
- Assists Pantry Chef where is needed.
- Assists in OOTB, on the ship or on shore
- Assisting in setting up/ break down of the hot line.
- Assisting during plating breakfast, lunch and dinners with Sous Chef and Chef De Partie.
- Assists the Head Chef with supervising/training/ developing the galley steward.
- Following company policies, and menus/ matrix.

#### Galley Cleaning:

Assists with cleaning all counter tops and working surfaces in the galley, clean the galley sinks, dry stores, walk-in coolers and dishwasher. Assist in daily dishwashing operations.

Adheres to all CDC Vessel Sanitation Program and Health Canada requirements.

Maintains and organizes the refrigerators, dry stores, and freezers.



Assists/supports with scraping/soaking of all dishes, pots & pans, cooking utensils, and eating utensils in accordance with applicable regulations.

Assist/supports in loading, running and removing items from the dishwashing machine and placing items in appropriate storage locations.

**Storage/Inventory:**

Assists in the proper storage, wrapping, handling and display of food items.

Rotates present stock, disposes of spoiled items, and replaces with provisions and other supplies as received.

**Safety and Security**

Participates in on board safety training, meetings and drills, as directed by the Captain, including fire, abandon ship, man overboard, flooding and medical emergencies.

Adheres to Company's policy on uniform, to promote company's image, safety, and standards.

Participates in shore side training as required by the company.

Familiar with the ISM codes and requirements

Maintains familiarity with all duties under the company Safety Management System and Emergency Station Billet duties.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum 1 year recent cooking and/or food service experience.

Good verbal communication skills.

Detail oriented and thorough; able to follow through on assigned tasks.

Ability to work independently using creativity and initiative to complete assigned tasks.

Strong time management skills; able to handle multiple tasks, set priorities and meet deadlines.

Work well under pressure.





Ability to get along with co-workers and support a team environment.

**Licenses/Certificates**

Current First Aid/CPR certification required.

STCW Basic Safety Training preferred.

STCW Crowd Management preferred.

**PHYSICAL DEMANDS**

Must have the ability to work on their feet in a galley of high temperature for 12-14 hours a day for the duration of the rotation, Chefs must also be able to lift up to 50 pounds on a regular basis, walk up and down multiple flights of stairs while carrying product.

**WORK SCHEDULE**

The line cook works 12+ hours per day of varied shifts, approximately 8 weeks on, 4 weeks off rotational schedule.

**DISCLAIMER STATEMENT**

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## Lindblad Expeditions Job Description

**Job Title:** PANTRY CHEF  
**Department:** M/V National Geographic Quest & M/V National Geographic Venture  
**Reports To:** Head Chef

### JOB SUMMARY

The Pantry Chef is responsible for food preparation, and assisting in the storing and inventory of food and related products. In addition you assist and support the Steward in washing dishes and cleaning the galley.

### ESSENTIAL DUTIES

#### Food Preparation:

- Prepares salads, appetizers, dressings, smoothies, fruit and cheese platters as directed by the Head Chef.
- Acts as a prep cook, and prepares multiple sauces, vegetables and dishes on a daily basis.
- Works on a daily prep list based on stock levels, and usage directed by Head Chef.
- Assists the Head Chef and/or the Sous Chef in plating of guest breakfast, lunch and dinner as well as crew meals
- Assists the Head Chef with supervising/training the galley steward.

#### Galley Cleaning:

Assists with cleaning all counter tops and working surfaces in the galley, and clean the galley sinks and dishwasher. Able to be the shift's dishwasher when needed.

Adheres to all CDC Vessel Sanitation Program and Health Canada requirements.

Maintains and organizes the refrigerators, and freezers.

Assists/supports with scraping/soaking of all dishes, pots & pans, cooking utensils, and eating utensils in accordance with applicable regulations.

Assist/supports in loading, running and removing items from the dishwashing machine and placing items in appropriate storage locations.

#### Storage/Inventory:

Assists in the proper storage, wrapping, handling and display of food items.

Rotates present stock, disposes of spoiled items, and replaces with provisions and other supplies as



received.

### **Safety and Security**

Participates in on board safety training, meetings and drills, as directed by the Captain, including fire, abandon ship, man overboard, flooding and medical emergencies.

Adheres to Company's policy on uniform, to promote company's image, safety, and standards.

Participates in shore side training as required by the company.

Familiar with the ISM codes and requirements.

Maintains familiarity with all duties under the company Safety Management System and Emergency Station Billet duties.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum 1 year recent cooking and/or food service experience.

Good verbal communication skills.

Detail oriented and thorough; able to follow through on assigned tasks.

Ability to work independently using creativity and initiative to complete assigned tasks.

Strong time management skills; able to handle multiple tasks, set priorities and meet deadlines.

Work well under pressure.

Ability to get along with co-workers and support a team environment.

### **Licenses/Certificates**

Current First Aid/CPR certification required.

STCW Basic Safety Training preferred.

STCW Crowd Management preferred.

### **PHYSICAL DEMANDS**

Must have the ability to work on their feet in a galley of high temperature for 10-12 hours a day for the duration of the rotation, Chefs must also be able to lift up to 50 pounds on a regular basis.

**WORK SCHEDULE**

The Pantry Chef works 12 hours per day of varied shifts, approximately 2 months on, 1 month off rotational schedule.

**DISCLAIMER STATEMENT**

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## Lindblad Expeditions Job Description

**Job Title:** SOUS CHEF  
**Department:** M/V National Geographic Quest & M/V National Geographic Venture  
**Reports to:** Head Chef

### JOB SUMMARY

The Sous Chef is responsible for assisting the Head Chef in all aspects of the food service operation required to provide our guests and crew with high quality cuisine. He or she will also be responsible to supervise/ train the; Chef De Partie, Pastry Chef, Line Cook, Pantry Chef, and the galley steward. Assisting Head Chef maintaining shipboard inventories and upcoming deliveries. The galley will operate under the rules and regulations of the Center for Disease Control Vessel Sanitation program. In addition, but not limited to, the Sous Chef will prep, load stores and provisions, clean, and wash dishes as assigned.

### ESSENTIAL DUTIES

#### Food Preparation:

- Assists the Head Chef in the preparation of all guest and crew meals following the company's menu matrix and recipes.
- Participates in the actual cooking and preparation of breakfast, lunch and dinner; meat and fish dishes, vegetarian options for both guest and crew meals.
- Primary responsibilities include butchering, prepping, portioning, and cooking meals for guest and crew requested by Head Chef.
- Actively participates in the plating and garnishing of all food production.
- Working the action station during meal periods; Example but not limited to; Omelets, carving stations and the sauté action station.
- Assists in OOTB, on the ship or on shore
- Providing alternatives to all dietary restrictions, crew and guest.
- Ensures the provisioning of all food and related products by assisting Head Chef in loading and checking in stores, while ensuring proper FIFO rotation practices.
- Assist Head Chef with maintaining inventory with appropriate stock levels and proper rotation of perishable food stores. Includes the cleaning and organization of all provision storage areas in galley, freezer, walk-in, all refrigerator, and storerooms.
- Assists Head Chef in training, and developing of the Chef de Partie, Line Cook, Pantry Chefs, other Sous Chefs, and galley stewards, by following company policies, and menus.

#### Cleaning:

Assists with cleaning all counter tops and working surfaces in the galley, clean the galley sinks, dry



stores, walk-in coolers. Helps maintain the cleanliness of the galley area and food storage rooms.

Adheres to all CDC Vessel Sanitation Program and Health Canada requirements.

Assists in dishwashing as needed and/or assigned.

**Food Stores:**

Assists in loading, handling and proper storage of food and related items to maintain inventory at appropriate stocking levels and to ensure proper rotation of perishable and non-perishable food items.

**Safety and Security**

Participates in on board safety training, meetings and drills, as directed by the Captain, including fire, abandon ship, man overboard, flooding and medical emergencies.

Adheres to Company's policy on uniform, to promote company's image, safety, and standards.

Participates in shore side training as required by the company.

Familiar with the ISM codes and requirements.

Maintains familiarity with all duties under the company Safety Management System and Emergency Station Billet duties.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Desired qualifications**

Completion of formal training at a culinary school preferred.

Minimum of 2 years' experience working within the culinary team on board passenger ships preferred.

Good time management skills; ability to handle multiple tasks, set priorities, and meet deadlines.

Ability to step up when needed, and act as Head Chef should the need arise.

Good supervisory skills sets, and ability to work with others.

Ability to get along with co-workers and support a team environment.

Ability to communicate successfully with galley team members; and office personnel.

Ability to have guest interaction and communicate with them the vision of the department, and program.

Experience with passenger vessels preferred.

**Licenses/Certificates**

Current First Aid/CPR certification required.



STCW Basic Safety Training preferred.  
STCW Crowd Management preferred.  
Vessel Sanitation Public Health preferred

### **PHYSICAL DEMANDS**

Must have the ability to work on their feet in a galley of high temperature for 12-14 hours a day for the duration of the rotation, Chefs must also be able to lift up to 50 pounds on a regular basis, walk up and down multiple flights of stairs while carrying product. Chefs must be able to stay calm and clear headed under stressful situations. Carrying items up and down stairs.

### **WORK SCHEDULE**

This position works 12 plus hours per day on split shifts to cover the responsibilities, approximately 2 months on, 1 month off rotational schedule.

### **DISCLAIMER STATEMENT**

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