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| --- | --- | --- | --- | --- |
| **Ship:** |  | | | |
| **Department:** | Hotel | | | |
| **Job Title:** |  | | | |
| **Reporting to:** | Hotel Director | | | |
| **Qualification:** | As per the applicable:   * Specific professional competence and qualification requirements of the Company, Owner or third party responsible for the Hotel operations * Company certification and training requirements per form C601d | | | |
| **Experience:** | As per the specific professional experience requirements of the Company, Owner or organization responsible for the Hotel operations | | | |
| **Description and Main Purpose of Job:** *[delete as appropriate]* | | | | |
| * Chief Purser * Crew Purser * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Main Duties and Responsibilities:** [List here all assigned Hotel Department Responsibilities (HDRs) per VMS [Fleet Ops](file:///C:\VMSr5\Output\Leisure\content\parent%20category%20topics\procedures%20and%20operations\fleet_ops.htm) > [3.0 Shipboard Duties & Responsibilities](file:///C:\VMSr5\Output\Leisure\content\parent%20category%20topics\procedures%20and%20operations\shipboard%20duties%20&%20responsibilities.htm) > 3.4 Hotel Department Responsibilities, as well as any other additional ship-specific] | | | | |
|  | | | | |
| **Health, Safety and Environment Duties and Responsibilities:** | | | | |
| All employees have a duty under Company Policies and VMS requirements to:   * **Take reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do; * **Co-operate with your employer** on health and safety matters; * **Correctly use work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and * **Not to interfere with or misuse** anything provided for your health and safety or welfare * **Abide by the Environmental Protection** rules and regulations and to actively participate in REDUCING, REUSING and RECYCLING schemes in place   All employees shall participate actively in ALL HSEQ activities and promote safe practices as an integrated management approach to business. | | | | |
| **Employee Signature:** | |  | **Date:** |  |
| **Hotel Director Signature:** | |  | **Date:** |  |