

DISCOVERY CRUISES

Position Description

<i>Position:</i>	Captain Trainee / Crew Member
<i>Reports to:</i>	General Managers
<i>Position:</i>	Full Time or Part Time / Seasonal May thru October / Weekends and Holidays
<i>Wages:</i>	Hourly / Wage based on experience / Negotiable
<i>Uniforms:</i>	Required and provided
<i>Drug Testing:</i>	Pre-employment and random required

GENERAL STATEMENT OF DUTIES:

This position is made for an individual who has the desire to advance in the Maritime Industry and become a Captain holding a 100 Ton Masters license for a permanent seasonal position with Discovery Cruises. This individual should have extremely high standards and a strong customer service and safety philosophy. This position requires no less than excellent communications skills, a pro-active and professional work style and respect for everyone involved. This individual will have a “can do” attitude and should not be afraid to take ownership of responsibilities assigned to them. Discovery Cruises is a new and exciting company offering a tremendous opportunity for personal and professional growth. As a new start-up company, this position will require an individual to accept change, be willing to learn and accept duties above and beyond this job description, and be a quick, innovative thinker, ready to take on unexpected challenges. This individual should be prepared to be trained and to execute if necessary, all facets of the boat operations over time. The desire to be part of a team and be highly motivated to succeed is most necessary in representing this company to allow Discovery Cruises the growth it will be striving for. To maintain professional and personal etiquette is necessary in representing this company to allow Discovery Cruises to achieve an outstanding reputation.

SPECIFIC JOB RESPONSIBILITIES:

The following job responsibilities are to be used as a guideline only and are not completely limited as defined in this document.

- Consistently follow the customer service, personnel and operations policies as designed by Discovery Cruises.
- Consistently follow all safety and operating procedures, maritime rules and regulations as outlined by Discovery Cruises and the United States Coast Guard.
- Safely and professionally operate the vessel under supervision of the Captain.
- Keep consistent and updated recordkeeping as required by agencies such as USCG and MDOT and those of Discovery Cruises operating policies.
- Review, understand and enforce the company training manual for daily operations.
- Conduct training with crew on an ongoing basis.
- Review, understand and enforce the company drug policy.
- Schedule and conduct safety training with all crew.

- Implement and schedule cleaning and preventive maintenance procedures with all crew to keep the vessel and all equipment maintained and in excellent condition ready for use at all times.
- Manage reports, inventory levels and ordering for food and beverage.
- Manage reports, inventory levels and ordering for all equipment on boat to include, but not limited to, cleaning supplies, restroom supplies, paper products, linens, tables and chairs, engine room supplies, engine room tools and replacement equipment.
- Manage crew scheduling based on weekly tour and private charter guest manifests.
- Manage levels of replenishing/disposal of fuel, grey water, black water and fresh water on the vessel.
- Create and manage check lists for morning boat opening and evening boat closing.
- Review charter event orders and work closely with sales and catering staff to ensure accuracy in event set up by crew to include chairs, tables, linens, floral, dance floors, décor, audio/visual. Ensure arrival of necessary vendors to include caterers, d.j's, bands, performers etc.
- Review guest boarding manifests prior to every departure for accuracy in guests counts.
- Manage boarding procedures and greet guests upon boarding.
- Deliver safety presentation prior to leaving dock for every cruise.
- Deliver cruise narration on all public cruises and private charters as required or requested.
- Attend and participate in any training, operational, sales or departmental meetings as requested.
- First Aid and CPR Certified training required. (Provided by company)
- Complete TIPS Training for alcoholic beverage service. Online training provided.
- Complete ServSafe certification for food service. Online training provided.

SKILLS AND TRAITS:

- Must have excellent people skills.
- Requires good written and verbal communication.
- Good organizational and time management skills.
- Desire to obtain 100 Ton Masters Captain License thru U.S.C.G.
- Must be comfortable and personable in dealing with people. Able to maintain positive relations and work effectively with the company's owners, employees, government officials, vendors and the general public.
- Ability to work a flexible schedule and hours that may exceed the normal 40 hour work week, including holidays and weekends.
- Must have the ability to work well under pressure and use good judgment when required to make quick decisions
- Good personal appearance.
- Must have good vision and hearing to effectively command the vessel.
- Desire to learn and teach.
- Be willing and able to offer opinions and suggestions for the better of the company.
- Should have basic knowledge of mechanics.

- Should be in good physical condition, strong and agile, and able to lift, pull, push and maintain strength in strenuous on-going circumstances.
- Desire to learn current maritime laws and U.S.C.G. rules and regulations governing the operations of passenger vessels.
- Desire to learn weather conditions of Grand Traverse Bay waters.
- Knowledge of Traverse City area and local attractions/dining/lodging.