International Cruise Services Human Resources Operations Manual Section 3.7.5 Before you Set Sail

Oceania Cruises

Before You Set Sail Your "Need to Know" Guide

...Restaurant Department...





"Your world...Your way..."

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Grooming and Uniforms

Personal Appearance and Grooming Standards:

- Shower at least twice a day
- Use a deodorant that is also an **antiperspirant**, and avoid over- powering after-shave or perfume.
- Hair must be neat, well groomed and above the collar for all male personnel. Beards and moustaches are not permitted in the Restaurant. Sideburns should not be lower than the ear lobe.
- For female personnel hair must be kept neatly away from the face and in a manageable fashion. Ladies who need to tie their hair back should wear a dark colored scrunch, available at the crew bar. It is not permissible to wear different color accessories in your hair.
- Because you will be in close personal contact with guests, care should be taken to ensure that your breath is fresh and clean. Teeth must be brushed before coming on duty each shift, especially if you smoke.
- Keep your fingernails clean and trimmed at all times. Ladies can apply clear nail vanish. Employees should wash their hands often, especially after touching soiled dishes and before touching food.
- No earrings are allowed for male employees and personal jewelry should be kept to a minimum. Ladies may wear tasteful and small earrings. One ring maximum should be worn per hand.

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- Makeup should be tasteful and no visible tattoos. (i.e. hand, arm and neck)
- You must always wear your nametag.
- Uniforms must be in immaculate condition at all times.
- Socks must match the color of your shoes. Ladies must wear skin color panty hose when wearing a skirt, during the day and black stockings in the evening. No exceptions will be made.
- Shoes should be clean and polished at all times. All Restaurant crew must have two pairs of smart black comfortable shoes.

Accepted Female Shoes Styles (all shown styles have non-marking rubber soles)







Accepted Male Shoe Styles (all shown styles have non-marking rubber soles)



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<u>Style</u>

All Restaurant personnel must project a pleasant personality with a friendly and enthusiastic frame of mind. By doing this you will convey positive body language. Your body language refers to facial expressions, eye contact, smile, hand and body movements that control and express your feelings. When you display positive body language you are communicating an effective service "style".

- A friendly tone of voice is a vital component to superior service. Speak slowly but deliberately. Do not use a condescending or cold tone when talking to a guest.
- Show a genuine interest in the welfare of your guests. Listening to a guest is of vital importance in order to fully understand what the guest has requested.
- Using the guests surname communicates respect and also indicates a superior level of service.
- Respect others and treat others, as you would like to be treated.

Always speak in English when in public areas and in the presence of a guest

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JOB DESCRIPTION - WAITER/WAITRESS Head Waiter and Restaurant Manager

Job Objective

Reports to:

- 1. To provide the guests with courteous and professional service.
- 2. To create a pleasant dining atmosphere, enhancing the overall experience.
- 3. To anticipate guests needs.

Responsibilities

- 1. Maintains clean and orderly tables and organizes his station.
- 2. Prepares a good mise-en-place to ensure that his station is ready when the guests arrive.
- 3. To be ready at assigned table to pull the chair for the ladies, offering a friendly reception.
- 4. Provides personalized service (remembers the guests' names and preferences).
- 5. Assists the guest with ordering, by offering food and wine knowledge.
- 6. Takes the guest's orders, picks up from the galley, and ensures prompt delivery.
- 7. Ensures that all the guests' requests, such as beverages and condiments, are promptly fulfilled and refilled.
- 8. Is competent at managing his station, communicating clear messages in a professional manner to the assistant waiter assigned.
- 9. Covers embarkation and debarkation duties when required.
- 10. Performs general cleaning and maintenance according to U.S.P.H. standards.
- 11. Handles all ship equipment with utmost care, and reports any faulty/broken equipment.
- 12. Assists management with coaching and introduction of new personnel.
- 13. Wears clean uniforms and shows a tidy appearance, hair, nails, etc. at all times.
- 14. Performs all other duties as requested by supervisors.
- 15. Always projects a favorable image of Oceania Cruises.

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JOB DESCRIPTION - ASSISTANT WAITRESS/ASSISTANT WAITER

Reports to: Waiter, Head Waiter, and Restaurant Manager

Job Objective

- 1. To provide the guests with courteous and professional service.
- 2. To create an overall pleasant dining atmosphere and experience.
- 3. To anticipate the guests' needs.
- 4. To assist the waiters in maintaining excellent standards of service.

Responsibilities

- 1. Maintains clean and orderly tables and assists in keeping a well-organized station.
- 2. Accurately delivers food from the galley to the restaurant stations.
- 3. Replenishes water pitchers, bread, butter, and other items as needed.
- 4. Prepares a good mise-en-place, so that his station is ready when the guests arrive.
- 5. To be at their assigned table to pull out the chairs for all guests, especially the ladies.
- 6. Provides personalized service (remembers guests names and preferences).
- 7. Ensures that all the guests' requests such as beverages and condiments are promptly fulfilled and replenished by offering before being asked.
- 8. Performs luggage-handling duties when required.
- 9. Covers embarkation and debarkation duties asrequired.
- 10. Performs general cleaning and maintenance according to U.S.P.H. standards.
- 11. Handles all ship equipment with the utmost care and reports any faulty/broken equipment.

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- 12. Assists management with coaching and introduction of new personnel.
- 13. Wears clean uniforms and shows a tidy appearance, hair, nails, etc. at all times.

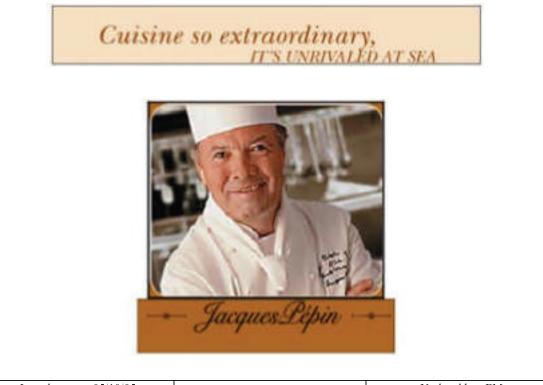
GRATUITIES

While the amount of gratuities you receive varies from one cruise to another, depending on itinerary, guest count, and weather, find below <u>an estimated amount</u> based on actual figures.

Position	Salary	Average Wages
Waiter/ress	\$0.00 + gratuities (minimum guarantee \$919.00)	\$2,750.00
Assistant Waiter/ress	\$0.00 + gratuities (minimum guarantee \$919.00)	\$1,750.00
Utility Positions	\$588.00 (no gratuities)	\$588.00

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Restaurants & Bars of Oceania



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- Jacques Pépin, the noteworthy and celebrated chef, author, and food columnist brings his culinary artistry and legendary cuisine to the ships of the Oceania Cruises fleet. Jacques Pépin oversees all culinary programs including the creation of menu offerings, wine lists, and the training of our onboard Executive Chefs. Jacques Pépin is the host of award winning cooking shows on national public television and the author of nineteen cookbooks. He has also served as the personal chef to three French heads of state including Charles de Gaulle.
- Oceania Cruises" superb, 5-star menus are crafted under the meticulous, watchful eye of our Executive Culinary Director, world-renowned master chef Jacques Pépin.
- The resulting epicurean delights, all carefully prepared with only the finest, freshest ingredients, including the finest aged Prime Beef at the Polo Grill, surpass every expectation. Chicken Breast and "Rougie" foie gras ballotine, pistachio- celeriac sauce. Lobster & porcini mushrooms wrapped in spring roll sheet, beurre blanc. Pink roasted herb crusted Ahi tuna, porcini ravioli, Cabernet-Sauvignon & foie gras red wine sauce. Spiced roast beef tenderloin with sweet onion & sundried tomato sauce, parsnips mousseline. Peanut butter cake with butternut squash sherbet and fruit salsa cruda. These are but a taste of our extensive culinary creations.

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Restaurants





The Grand Dining Room

True to its name, the Grand Dining Room bears a dignified, almost stately ambience, but comfortably so. Handsomely appointed in the spirit of a 5-star hotel restaurant, the room teasingly hints at the wonderful cuisine that awaits. Tables are graced with Versace china, Riedal crystal, Christofle silver and fine cotton linens. The dramatic domed ceiling has been masterfully hand-painted with majestic frescoes.

Open for breakfast, lunch and dinner, the Grand Dining Room offers an astounding variety of French-inspired continental dishes. Hosting a selection of at least six appetizers and eight main courses at dinner daily.

The Grand Bar

Sample a rare vintage amid the opulence of the Grand Bar. Located right outside the Grand Restaurant, the Grand Bar offers a comfortable environment for meeting companions and friends prior to dinner in the Grand Restaurant.

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Toscana

Family has always played an essential role in Tuscan cuisine, and Toscana epitomizes its importance. Many of the recipes come from the Italian culinary staff, having been handed down from generation to generation. Each course exemplifies the essence of Tuscan virtuosity and hail"s the cuisine"s inspired simplicity and keenly balanced natural flavors. For our guests they can enjoy:

Antipasti like Carpaccio di Manzo Sauteed Jumbo Shrimp tenderly wrapped in Prosciutto. Roasted Pumpkin Risotto Freshly made Pasta of the Day Osso Buco alla Milanese

The presentation on elegant, custom-designed china is a masterpiece as well.

The signature spirit for the Toscana Restaurant is an extensive variety of Grappa.

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Polo Grill

This is an intimate, 96-seat Polo Grill, and one word comes to mind – classic. Every inch of this exquisite steakhouse exudes a timelessness rarely found in today"s world. Crisp white cotton linen tablecloths. Warm dark wood furnishings. Walls adorned with nostalgic, black-and-white photographs of Hollywood legends. What an elegant setting for a hearty dinner, especially on moonlit evenings when the sea can be seen sparkling through expansive floor-to-ceiling windows. Every course is the consummate expression of perfection.

Guests can savor:[]

Colossal Shrimp Cocktail Lobster Bisque topped with Morsels of Roasted Lobster[] Ceasar Salad prepared tableside[] Signature 32-ounce, bone-in King"s Cut Prime Surf and Turf, featuring a grilled Lobster Tail and tender Filet Mignon

<u>Polo Grill Bar</u>

The Polo bar is situated in the specialty restaurant the "Polo Grill". The signature items for the Polo bar are an almost infinite variety of premium, single-malt scotches, and full-grain whiskeys. The atmosphere is "old English style" elegance.

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<u>Waves Grill</u>

Right next to the swimming pool, completely shaded from the sun, the casual Waves Grill offers a mouthwatering luncheon menu. Selections include juicy burgers, tangy barbeque and succulent seafood-grilled to order and served with an array of side dishes such as healthy, garden-fresh salads. Also not forgetting the dessert Italian gelato is served right from the cart.

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<u>Terrace Cafe</u>

For our guests, it's hard to resist the sumptuous, ever changing breakfast and lunch buffets in this light-filled, informal buffet restaurant. Our guests may dine indoors or outdoors since the Café opens onto both the teak-lined pool deck or aft onto the Terrace, where the tantalizing sea breeze is sure to stir their appetite.

Can one place be two restaurants that are as different as night and day? Most definitely in the case of the informal Terrace Café, which transforms each evening into the elegantly casual buffet restaurant. This Mediterranean-influenced restaurant presents a sumptuous buffet of authentic, regional specialties including tapas, hearty paellas, and traditional favorites like Baby Back Ribs and Roast Loin of Veal.

On the O-class ships (Marina and Riviera) the buffet choices increase with a daily Selections of grilled lobster, filet mignon, and other classics.

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Horizons - Afternoon Tea



It's become a much-anticipated ritual, a tradition that harkens back to 19th century England. Each afternoon, precisely as the clock strikes four, guests meander up to Horizons for an inspired afternoon tea and panoramic views of the world ahead through the floor-to-ceiling windows.

Here, the wizardry of the pastry chefs is in the spotlight as the wait staff presents an irresistible array of finger sandwiches, fresh-baked petit fours, flavorful scones, and absolutely decadent pastries. Also served is an equally tempting selection of teas, the most quintessential of English beverages. During this the guests can relax and enjoy the classical string quartet playing in the background.



Horizons offers sweeping vistas, live entertainment and a convivial bar in which to enjoy your favorite cocktail.

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<u>Martinis</u>



Martinis is the central bar, which features numerous incarnations of this famous cocktail in an intimate atmosphere, featuring live piano music. Martinis is reminiscent of a private gentleman's club. Set living room style, it is where groups meet almost every evening for pre-dinner cocktails.

Each cruise, the Martini Bar will host at least one Martini Tasting. Found also within the same lounge is the casino.



<u>Waves Bar</u>

Is located close to the ship"s main pool and two hot tubs. Being outside, the bar provides wonderful views of the ocean and pool area. Ice cold beverages, ranging from your local beer to an exotic cocktail, all served at this popular bar.

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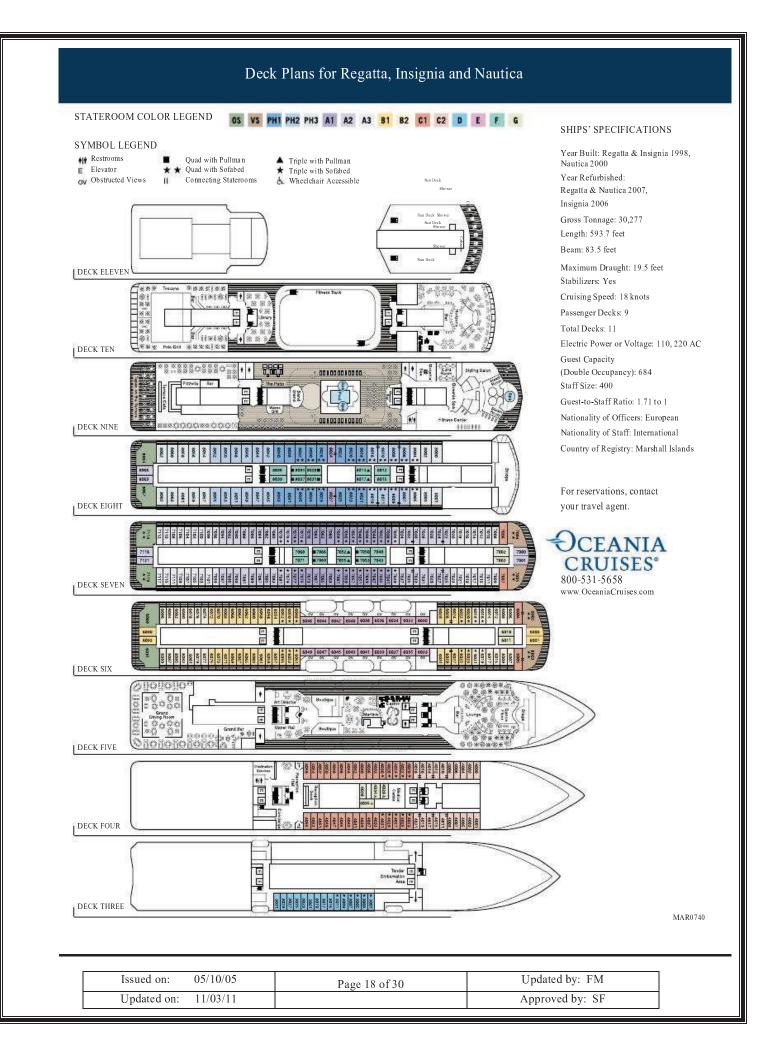
Regatta, Insignia and Nautica Lounge



During the cruise the Regatta, Insignia or Nautica Lounge hosts a variety of entertainment, whether it's a classical concert, comedy, a headline act or a special performance by the onboard singers and dancers.

There are two bars located in this area, 1 inside pantry for bar service and 1 outside for the guests.

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<u>Marina</u>

THE MOST SOPHISTICATED AND ELEGANT SHIPS TO DEBUT IN THE PAST 50 YEARS

The brand new Marina, and her sister Riviera, which debuts in April 2012, are the most beautiful, elegant and sophisticated ships to debut in the past 50 years. Designer touches are everywhere, from the magnificent Lalique Grand Staircase and stunning Owner's Suites furnished in Ralph Lauren Home, they are showcases of the finest residential design and furnishings. More than anything, Marina and Riviera personify the Oceania Cruises experience.

Comfortably mid-size, Marina and Riviera retain the same warmth and charm of their acclaimed consorts Regatta, Insignia and Nautica. While the country club casual ambiance and level of personalized service remain the same, they offer even more choice and some enticing new amenities. As the first ships designed for lovers of fine dining and travel experiences, Marina and Riviera offer guests a total of 10 dining venues, of which six are open-seating gourmet restaurants with no surcharge. La Reserve by Wine Spectator offers enlightening wine and food pairings. The new Bon Appétit Culinary Center is the only hands-on cooking school at sea. Similarly, artists-in-residence teach fine arts in Artists Loft, a new enrichment center. For specialty coffees and snacks, there is Baristas Coffee Bar. Intimate lounges abound. Accommodations in every category are incredibly spacious, especially with regard to the lavish bathrooms.



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New restaurants onboard Marina













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Dressings

<u>Vinaigrette</u> Vegetable oil, extra virgin olive oil, red wine vinegar, Dijon mustard, salt, pepper

Red Wine Vinaigrette:

Sherry Mustard Dressing

Salad oil, sherry wine, Dijon mustard, salt, white pepper

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Grand Dining Room



Like a precious jewel imbuing the room with radiance, a luminous crystal chandelier crowns the center of the Grand Dining Room's soaring ceiling. It is emblematic of the stateliness throughout, the warm grandeur of Marina's most spectacular restaurant. Patterned after Europe's exquisite 5-star restaurants, the dining area is handsomely decorated in rich woods, soft cocoa and hues of cream and gold, with splashes of apricot and cranberry. Tables are beautifully set with European bone china, sparkling Riedel crystal, gleaming silver and fine, cotton linens. The magnificence to follow is as stunning as the décor. The formally attired wait staff attends to each detail with flawless impeccability as they graciously serve course after course of European-inspired Continental cuisine or the healthy and savory fare of the world-renowned Canyon Ranch[®]. Menus change daily, with a brilliant selection of sumptuous dishes for breakfast and lunch, punctuated by at least six appetizers and nine entrées at dinner.



Enter Jacques, the eminent Jacques Pépin's first restaurant to bear his name on land or sea, and you will be instantly struck by the sensory pleasures. Luscious aromas waft from the gleaming glass and brass show rotisserie in the room's heart, where duck, pork, chicken and veal roasts slowly turn, sealing in their succulent flavors. Handsomely decorated with rich fabrics, heirloom antiques, pickled wood furnishings and art from Jacques' personal collection, it resembles a classic Parisian bistro. Exceedingly comfortable and clubby, the ambiance is pure French, as is the cosmopolitan yet wonderfully approachable cuisine.

Chef Pépin has taken the classics, deconstructed them, and then ingeniously re-created each remarkable dish. This is Coq Au Vin beyond the imagination, as you have never tasted it before. Rotisserie-roasted chicken falls off the bone, bursting with flavor. His Steak Frites pairs the succulence of prime beef with the crisp sweetness of pommes de terre. At Jacques, simple classic French cuisine becomes incredibly elegant and, of course, absolutely magnifique.

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Red Ginger



Red Ginger makes an immediate and powerful statement with its decorative centerpiece: three fabulous, multi-colored Buddha heads, each carved from a single piece of glass and brightly lit from within. Then, with a nod to feng shui, the room unfolds in perfect harmony, the mood a study in tranquility. The décor simply radiates with ebony woods, bronze and hand blown glass light fixtures and eclectic, modern Asian artwork.

To complement the stunning interior, Red Ginger's chefs have created a striking menu, noted for its contemporary interpretations of Asian classics. You might begin with a Salad of Roast Duck and Watermelon with Cashews, Mint and Thai Basil. Savor a Nutty Braised Beef Malay Curry with Coconut Rice and Paratha Roti. Or Asian-spiced Rack Of Lamb with Kohl Robi, Cream Spinach and Truffle Oil. For dessert, Green Tea Banana Cake with Toffee and Hazelnut Sauce Served with Coconut Ice Cream is the perfect ending. In Red Ginger, the gustatory pleasures are as striking as the visual ones.



Privée stands alone as Oceania Cruises' most indulgent, one-of-a-kind dining experience. Even superlatives pale when describing Marina's ultimate venue, which you may reserve solely for exclusive parties of as many as eight privileged guests. Opulently decorated with Ferrari Red carpeting, oversized white baby crocodile throne chairs, ornate Baroque millwork, and flanked by backlit onyx-clad walls, the setting for Privée is absolutely exquisite. A custom-made oval table, illuminated by a white Venini glass chandelier, lies at its heart, accentuating the culinary magic that awaits you.

Guests will be able to enjoy a menu selected from Polo Grill, Toscana or a combination of both. Each guest can select their own menu. Within the sanctum of Privée, dining engages all the senses, leaving you and your guests immensely fulfilled. This dining extravaganza can be reserved for \$250 per evening for a party of up to 8 guests.

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Privée

La Reserve



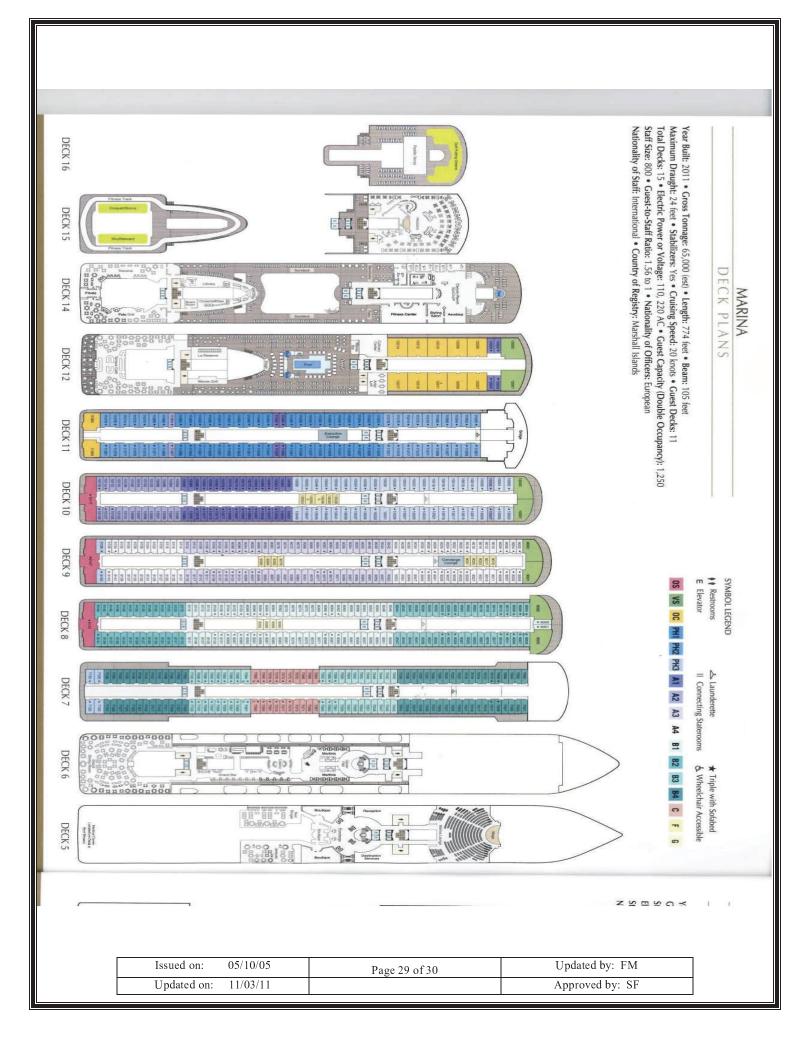
La Reserve by Wine Spectator may be the most inspired wine pairing ever. It's the brilliant union of La Reserve, Marina's exclusive domain for bons vivants, with Wine Spectator, the foremost magazine for wine connoisseurs. The resulting La Reserve by Wine Spectator is an industry-first onboard wine-tasting center that offers gourmands the opportunity to enjoy a series of seminars and tastings that will enhance your appreciation of fine wine and perfectly paired cuisine.

During the day, you might sample a flight of regional wines that the head sommelier has hand-selected from Marina's wine cellar. Evenings are a more exclusive affair - for a maximum of 24 guests - allowing for an intimate, epicurean experience. You will be treated to a seven-course gourmet dinner, where each course is delightfully paired with an appropriate premium wine.

La Reserve dinners are \$75 per guest

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