

# INTRODUCTION TO THE COURSE

- \*Stewardess Hierarchy
  What makes a good stewardess
  Responsibilities of a yacht stew
  Salary Enhancements for interior roles
- \*Housekeeping Glossary
- \*Service Glossary
- \*Yachting Terminology

### HOUSEKEEPING

\*The Housekeeping Role + Tips

Video Module

The role of the housekeeper

Guest arrival to the yacht

\*Standard Operating Procedures

Housekeeping Shift Manual

Guest Turn Up and Turn Down Guide

Guest Cabin Detailing Guide

\*Bed Making

Video Module

\*Guest Luggage: Packing and Unpacking manual

\*Wardrobe Management

Men's Wardrobe

Women's Wardrobe

\*Maintenance Of A Yacht

Weekly flush through procedure

Daily, Weekly, Monthly Duties and Tasks

\*Stowing For Sea

Stowing Guide

\*Pre-charter

Checklist to ensure nothing is missed (Very useful for solo stews)

### **CLEANING**

\*BONUS Masterclass: Chief Stewardess Cleaning Essentials

Video Module

\*Cleaning Products

Video Module

Cleaning Products Guide

\*Cleaning Caddies

What should be in a cleaning caddie

Extras to add when detailing

\*Vacuum/Hoover Guide

Using a vacuum properly

Parts you need to know and use

Detailing a vacuum

\*Protection Care Of Luxury Materials

Guide

\*Langfords Guide: Polishing and cleaning silverware

#### LAUNDRY

\*Standard Operating Procedures

Guest and crew laundry

Laundry Care Guide

Stain Treatment Guide

\*Ironing

Video Modules

Ironing Reference and Temperature Guide

# **SERVICE**

Service Video Training

Roles during service

Mise-en-place

Sequence Of Service

Service Styles

Service Cheat sheet

\*BONUS Pre-Meal Checklist

\*Cutlery/Silverware

Cheat sheet

### TABLE SETTING

- \*Gallery of Table Settings Onboard
- \*Napkin Folding Guide
- \*Table Setting Guide and Cheat Sheet
- \*Identifying Glassware
- \*Decor Schedule Template

# FOOD & BEVERAGE

\*Barista Coffee Training

Video Module

Barista Coffee Guide

- \*Tea Guide
- \*Learning about Wine and Wine Service

Video Module

- \*Wine Glossary
- \*Cocktails

Cocktail Book (Welcome drinks, cocktails, and garnishes)

Bar Set-Ups

Bar Checklist

Specialty Events

Beach BBQ Checklist

### **FLOWER CARE**

\*Flowers and Plant Care onboard

\*Flower Order Template and Provisioning Library

BONUS: Provisioning template: Adaptable to Food, Beverage, Toiletries,

Products, Laundry, and Stationery

**BONUS**: Worldwide Database Of Yacht Crew Agencies



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