

USNS GENERAL JOHN POPE T-AP 110  
OFFICE OF THE CHIEF STEWARD

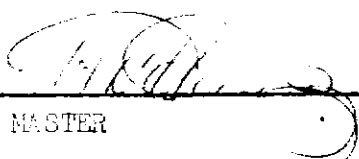
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2ND STEWARD (ADM) DUTIES

1. Assume the responsibilities of the Chief Steward during his absence. He is authorized to sign correspondence and supply documents and is responsible for acquiring a complete working knowledge of the following publications:
  - a. Supply procedures for which the Steward Department is responsible, 236.
  - b. Manual of Naval Hygiene and Sanitation.
  - c. Sanitary Precautions for Food Service Personnel, Chap. 1.
  - d. CMFI Instructions pertaining to Steward Department.
2. Under delegated authority and instructions issued by the Chief Steward, supervise the activities of the 2nd Steward (Troop Mess) and the 3rd Stewards assigned to crew and passenger areas, public spaces, dining rooms, galleys and sanitation.
3. Direct through subordinate supervision, the cleaning, upkeep and maintenance of quarters, public spaces and storerooms; the maintenance of provisions and GSM records and accounts; and the requirements of sanitary operations.
4. Perform such other tasks as may be assigned by competent authority to insure compliance with existing and/or future requirements of the position.
5. Maintain strict discipline over all members of the Steward Department, and through constant supervision, inspection, and corrective action, maintain the high standard required by the Steward Department.
6. Take charge of the room stewards and form them in line at the foot of the 1st class gangplank, assign stewards to assist 1st class passengers with the hand baggage to their staterooms. All stewards to be in proper uniform.
7. Usually cabin baggage is delivered shipside early sailing morning. It will be the 2nd Steward's responsibility to arrange for this baggage to be delivered aboard ship and stowed in passenger's staterooms, prior to the arrival of the passengers.
8. Make daily inspection of cabins with representative of Military Dept.
9. Make all arrangements for those who wish to go on annual or sick leave. Conduct a muster for all members of the Steward Department while in port.
10. Equipment Responsibility. Maintenance of all passenger areas, including troop messing areas, galley, bake shop, lounges, public wash rooms, dining room and ships laundry. Maintain and clean surfaces in accordance with S-19 (Painting) BuShips Manual. Maintain laundry checkoff list of all equipment assigned to Chief Laundryman. Inspect and lubricate all ports and closures.

APPROVED:


SUBMITTED:

  
MASTER

  
CHIEF STEWARD

I certify that I have read and understand the above job description.

M. P. Laurent  
Signature

  
2nd Steward (Adm)

WORK HOURS:

At Sea  
0730-1130  
1300-1700

In Port  
0730-1600