

3RD STEWARD (CREW) DUTIES

1. Supervise Crew Mess Halls and assign Messmen to their stations.
2. Inspect all Messmen each morning at sea or in port. See that they are in proper uniform, are accomplishing work as assigned, and that all food handlers have taken the proper precaution before each meal to wash their hands, clean their fingernails, comb their hair and wear clean jackets.
3. Maintain a proper level of condiments, linens, silver, glassware and dishes in assigned storeroom.
4. Familiarize the Messmen with cleaning operations in the Mess Rooms.
5. Insure sanitary cleaning in the Crew Mess, CPO Mess and Military Mess, tables, chairs, decks, side tables, port-holes, fans, light fixtures, bulkheads, overhead and passageways assigned.
6. Assist 2nd Steward as advised, particularly when embarking or debarking cabin passengers.
7. Supervise cleaning Steward Department Crew Rooms, Washrooms, Showers.
8. Stand-by daily at 1000 for Inspection of Pantry, Scullery and Mess Rooms.
9. Equipment Responsibility:

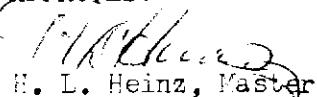
Dishwashing Machine	Coffee Urn
Ice Cream Cabinet	Walk-in Reefer Box
Steam Table	Storage Areas
Mess Room Furniture	Ports and Closures
Condiment Racks	Interior Doors
Painting and Cleaning Areas Assigned	

10. Comply with such other instructions as may be issued by the Chief Steward.

11. WORK HOURS:

At Sea	In Port
0615-0945	
1115-1315	Same
1515-1815	

APPROVED:


E. L. Heinz, Master

SUBMITTED:


J. H. Hodges, Chief Steward

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

William F. McCleod / William F. McCleod
Signature 3rd Steward (Crew)