

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

473-9

YEOMAN UTILITY JOB INSTRUCTIONS

1. Work under direct supervision of the Steward Yeoman, subject to orders from the Chief Steward and Second Steward.
2. Your principle duties will be the Menus: cutting of stencils for Work and Table Menus, running-off same on mimeograph machine, maintaining records of same in the file.
3. You will cut all stencils for the Steward Department, or proper authority, running-off same in amounts as instructed. Maintain files of blank forms so that a supply is always available. Before cutting a stencil for resupplying some form, check to see if any changes are wanted in the new form.
4. Take notes when the Master inspects Cabin Passenger areas, Ship's Officer areas, and Crew Areas (the latter on days specified for Steward Dept.
5. Maintain a clean, neat work area. Do not permit loitering of unauthorized personnel in your work area.
6. Do not perform work on a personal basis without permission from proper authority.
7. Report all mechanical deficiencies promptly.
8. Observe all safety rules and regulations.
9. Keep yourself physically clean and wear clean authorized work clothes when on duty.

10. WORK HOURS:

At Sea  
0800-1200  
1230-1630

In Port  
0730-1600

APPROVED:

H. C. B. King  
MASTER

SUBMITTED:

J. Rhodes  
CHIEF STEWARD

I have read, understand, and will comply with above job instructions.

Efren Rubalcava  
Signature Yeoman Utility