

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

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	In Port
0800-1200	
1230-1630	0730-1600

APPROVED:


MASTER

SUBMITTED:


CHIEF STEWARD

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


Efren Rubalawta
Signature

Yeoman Utility