

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

WAITER DUTIES

576- 5

1. Comply fully with personal Sanitation Regulations.
2. Study the Menu each day so as to be able to render better service.
3. Set up table for each meal. Serve at assigned table according to instructions and in a courteous and efficient manner.
4. Clean Silver Drawers thoroughly, general maintenance of side stand cabinet and keep clean all condiment containers.
5. Wear the prescribed uniform.
6. Comply with the daily side work given by Dining Salon Steward
7. There will be no smoking in the dining room at any time. Loafing in the Main Pantry will not be permitted. Be at your station at all times.
8. The use of loud, boisterous, and profane language in the Pantry and Main Dining Salon will not be permitted.
9. The practice of overloading tables prior to the beginning of any sitting with butter, breads or rolls etc., especially prior to the third sitting, will not be permitted, because of the unwarranted waste of these essential items.
10. A tray is a waiter necessity and will be used at all times when serving or transporting food from Pantry to tables and returning soiled dishes to dishwasher.
11. All waiters are assigned MSTS approved time for eating, and the practice of eating and loud talking while waiting for orders in the pantry tends to confuse the pantry men who are trying to give correct and fast service.
12. Leaving ones station and going to the pantry to eat while the meal is in progress or at any other time, will not be permitted. Waiters will eat at their assigned time in the dining room.
13. Waiters will not enter scullery to get table silver, but wait until plate is placed in receptacles in pantry, then take only the required amount for the immediate sitting and NO MORE.
14. You are being observed daily in the performance of your duties, and any laxity or unsanitary condition will not be permitted. Disciplinary action will be taken against offenders.
15. Besides waiting on tables, the third steward will assign you to another duty, when not serving meals, and when the ship is in port and no passengers (aboard)
16. All waiters will work as day workers when no passengers are aboard.
17. When you are on duty on the Main Dining Room, you will use black trousers, white shirt, black tie or black, bow tie. Black shoes and the same will be shined, trimmed and clean fingernails, and shaved regularly; you MUST BE NEAT AND CLEAN AT ALL TIMES.

18. WORKING HOURS

	<u>AT SEA</u>	<u>IN PORT</u>
	0630-1000	
	1030-1330	Same
	1530-1830	

APPROVED:

MASTER

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

SUBMITTED:

CHIEF STEWARD

Henry L. Marzan

Employee's Signature

Waiter