

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

ROOM STEWARD DUTIES

Art No: 577-3

1. Raise mattresses and spring. Dust and clean bunk bottoms, clean all drawers, shelves, lockers and medicine chests.
2. Dust top of lockers, medicine chests, overhead lights, bunk lights, mirror lights, electric fans and check to see that light bulbs work.
3. Clean heads and showers thoroughly.
4. Clean washbowls, glasses, medicine chest mirrors and airport glasses.
5. Make up bunks in the approved manner.
6. Polish all bright work and empty waste paper baskets.
7. Assist in embarking and debarking cabin passengers and baggage.
8. Wear the proper prescribed uniform.
9. If your work area has Emesis bag holders mounted on the bulkheads, keep them supplied with paper bags.
10. Keep cigarette-ash receivers emptied and polished.
11. Be polite and courteous to passengers and give services when emergency occurs. Refer all matters you do not understand to the Steward in charge of your work area.
12. Keep bulkheads and overheads in your area clean. Sougee as necessary.
13. You may be assigned to day work in port or at sea. At such times you will paint, handle GSM Stores, or other duties as assigned by the Chief Steward. Such day work will be performed on in Port Work Hours.
14. OBSERVE ALL SAFETY RULES, NOTICES AND REGULATIONS AT ALL TIMES.

15. WORKING HOURS:

<u>AT SEA</u>	<u>IN PORT</u>
0730-1100	
1200-1630	0730-1600

APPROVED: T.C. Bautista

MASTER

SUBMITTED: T.C. Bautista

CHIEF STEWARD

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

Tomas C. Bautista
Tomas C. Bautista

Employee's Signature

Room Steward

Station # 3

02-144-6-L	Quartermaster's S.R., 1 face bowl; 4 beds
02-142-0-L	Ordinary Seamen's S. R., 1 face bowl; 3 beds
02-138-2-L	Fire Watchmen's S.R., 2 beds; 1 face bowl
03-114-2-L	Carpenter and Boatswain's S. R., 1 washroom; 2 beds
03-114-2-L	Boatswain's mate and carpenter's Mate S.R., 3 beds; 1 washroom
02-144-2-L	1 Washroom
02-142-0-L	Passageway, port and starboard
02-134-2-L	1 shower room