

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

CHIEF PANTRYMAN JOB INSTRUCTIONS.

Art. No. 580

1. Assume responsibility for the operation of the Main Pantry and the crew pantry, taking over the active supervision of the Main Pantry.
2. Work under direct order of the Chief Steward
3. Keep yourself physically clean, wear the prescribed work uniform while on duty, and see that all personnel under your supervision observe the same strict standard.
4. Observe all safety rules and regulations, instruct your personnel in same and see that such orders are enforced.
5. Enforce NO SMOKING regulations in your work areas.
6. Make all regulations pertaining to sanitation.
7. Make no changes in menu without orders from responsible authorities.
8. Stand-by daily at 1000 hours for inspection.
9. Report all deficiencies in your work areas to the proper authorities. Follow up when necessary repairs are not made immediately.
10. Observe economics whenever possible. Do not over-order and particularly, do not prepare excessive amounts of foods such as Salads in advance.
11. Assist men in your department so that they may improve their standards of work and be eligible for promotion eventually.
12. Make every effort to see that foods are served attractively. Have hot foods served hot, and cold items served chilled.

13. WORK HOURS

<u>AT SEA</u>	<u>IN PORT</u>
0600-0930	0600-1000
1030-1330	1030-1330
1530-1830	1500-1800

APPROVED:

H. C. [Signature]
MASTER

SUBMITTED:

[Signature]
CHIEF STEWARD

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

Jose A. Puntanilla
Signature

[Signature]
Chief Pantryman