

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

LAUNDRY FOREMAN JOB INSTRUCTIONS

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1. Work under direct order from the Chief Steward.
2. Report all normal operational difficulties and all mechanical repairs as are necessary to the Senior Second Steward.
3. Observe all safety rules and regulations, instruct the Laundrymen and Assistant Laundrymen (and Troop details, if any) in same and report all safety deficiencies promptly.
4. Do not allow Troops to operate power-driven machinery.
5. Keep your work areas clean at all times. Do not let lint accumulate in ventilation screens and ducts, as this creates a fire hazard.
6. Soiled linens should be stacked in piles so that a clear working and walking space is available, to prevent stumbling while walking over piles of linens.
7. Laundry equipment will be operated by qualified personnel only.
8. Maintain necessary records.
9. Keep physically clean and wear proper work clothing. Insist on these same conditions for anyone working in the laundry.
10. Personal laundry services will be available only through official channels.
11. Make certain that all men assigned to work with you in the laundry are familiar with their duties, warn such persons that they are not to start on any type of laundry work until they are fully aware of just what is expected of them.
12. Receive and issue all ship's linens and bedding.
13. Make certain that every piece of ship's linens and blankets are properly stamped MSTs in spaces designated.
14. Issue and receive all Troop Linens, as directed by the Chief Steward.
15. You are responsible for the cleanliness of linenrooms and the stowage in same.
16. Work Hours:

At Sea	In Port
0730-1100	
1200-1630	0730-1600

APPROVED: \_\_\_\_\_

MASTER

SUBMITTED: \_\_\_\_\_

CHIEF STEWARD

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



Noriaki H. Huchi

Signature

Laundry Foreman