

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

ASSISTANT STOREKEEPER JOB INSTRUCTIONS

ART NO: 588

1. Work under direct supervision of the Steward Storekeeper .
2. Assist in loading and stowing stores as directed by the Storekeeper.
3. Issue Stores with properly authorized Requisition at stipulated hours. Immediately call to the attention of the storekeeper any errors in the requisitions, such as over-ordering, ordering items not called for by menu, etc.
4. Observe all safety rules and regulations pertaining to your work. If Troop details are assigned to you, instruct them in these safety matters.
5. NO SMOKING rules will be observed at all times and you will see that details assigned to you likewise obey them.
6. Keep yourself physically clean and wear the proper work uniform when on duty.
7. Report all deficiencies of any nature, promptly, to your Supervisor or anyone in authority.
8. Do not stow of a personal-ownership nature in any of the ship's storerooms or Reefer Boxes except when directed by competent authority.
9. During quiet period of your work Spread keep your work areas clean, re-arrange untidy stacks of stores, and in general make good use of your time

10. WORKING HOURS:

<u>IN PORT</u>	<u>AT SEA</u>
0430-0700	0600 -0700
0730-1100	0730-1100
1130-1330	1130-1500

APPROVED: _____

Master

SUBMITTED: _____

Chief Steward

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

F. R. McEnaney

Ass't Storekeeper