

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

CHIEF STEWARD DUTIES

1. In brief, the mission of the Steward's Department on USNS transports is to provide troops, passengers and crew with choice, selected foods to insure an adequate diet, comfortable berthing accommodations with essential bedding and efficient and courteous service.
2. The Chief Steward is charged with the responsibility of operating the Steward Department on Navy transports efficiently and economically with particular stress on courtesy, service and sanitation. He will maintain strict discipline over all members of his department and through constant supervision, inspections and corrective actions, maintain the high standards required by NSTS.
3. The Chief Steward will prepare menus which will not only provide an adequate diet but will be appealing with thought and consideration given to temperature and weather conditions. Constant supervision and inspection will be maintained during preparation and serving of food to insure against waste, contamination and improper service.
4. The Chief Steward will assure himself that sufficient subsistence, equipment and personnel have been provided and further that all necessary Steward Department repairs have been accomplished before sailing from port and if in his judgment deficiencies exist, they will be reported immediately to the Master before sailing.
5. The Chief Steward will keep a complete list of all repair work required in the Steward Department and submit such list in writing to the Chief Engineer, on the outbound voyage, to comply with the voyage repair report.
6. The Chief Steward shall hold informal training classes to instruct personnel in food handling and sanitation. With respect to safety, he will be responsible for all Steward Department equipment and maintain an indoctrination program on safety procedures for all Steward Department personnel.

APPROVED: C.W. Hitchcock

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

I certify that I have read and understand the above job description.

Signature

Chief Steward

WORK HOURS:

At Sea

In Port

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

2ND STEWARD (ADM) DUTIES

1. Assume the responsibilities of the Chief Steward during his absence. He is authorized to sign correspondence and supply documents and is responsible for acquiring a complete working knowledge of the following publications:
  - a. Supply procedures for which the Steward Department is responsible, 236.
  - b. Manual of Naval Hygiene and Sanitation.
  - c. Sanitary Precautions for Food Service Personnel, Chap. 1.
  - d. CMPI Instructions pertaining to Steward Department.
2. Under delegated authority and instructions issued by the Chief Steward, supervise the activities of the 2nd Steward (Troop Mess) and the 3rd Stewards assigned to crew and passenger areas, public spaces, dining rooms, galleys and sanitation.
3. Direct through subordinate supervision, the cleaning, upkeep and maintenance of quarters, public spaces and storerooms; the maintenance of provisions and GSM records and accounts; and the requirements of sanitary operations.
4. Perform such other tasks as may be assigned by competent authority to insure compliance with existing and/or future requirements of the position.
5. Maintain strict discipline over all members of the Steward Department, and through constant supervision, inspection, and corrective action, maintain the high standard required by the Steward Department.
6. Take charge of the room stewards and form them in line at the foot of the 1st class gangplank, assign stewards to assist 1st class passengers with the hand baggage to their staterooms. All stewards to be in proper uniform.
7. Usually cabin baggage is delivered shipside early sailing morning. It will be the 2nd Steward's responsibility to arrange for this baggage to be delivered aboard ship and stowed in passenger's staterooms, prior to the arrival of the passengers.
8. Make daily inspection of cabins with representative of military Dept.
9. Make all arrangements for those who wish to go on annual or sick leave. Conduct a muster for all members of the Steward Department while in port.
10. Equipment Responsibility. Maintenance of all passenger areas, including troop messing areas, galley, bake shop, lounges, public wash rooms, dining room and ships laundry. Maintain and clean surfaces in accordance with S-19 (Painting) BuShips Manual. Maintain laundry checkoff list of all equipment assigned to Chief Laundryman. Inspect and lubricate all ports and closures.

APPROVED:

SUBMITTED:

P. W. Hutchison

Phil Dattolice

I certify that I have read and understand the above job description.

Thomas Halgin 503  
Signature 2nd Steward (Adm)

WORK HOURS:

At Sea

In Port

0730-1130

0730-1600

1300-1700

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

2ND STEWARD (TRP) DUTIES

1. Take complete charge of Troop Mess, under supervision of Chief Steward.
2. Familiarize the Mess Officer with the Operation of the Troop Mess.
3. Cooperate with Mess Officer in assigning following Military details:
  - a. Storeroom detail
  - b. Food Service detail
  - c. Bake Shop detail
  - d. Butcher Shop detail
  - e. Troop Scullery detail
  - g. Table detail
  - h. Cooks for Troop Galley
  - i. Food Carrying detail
  - j. Garbage detail
  - k. Other Details as required.
4. Make provision requisitions for Troop Mess and submit to Chief Steward for approval.
5. Maintain proper level of condiments, chinaware, silverware, trays, etc.
6. Insure the cleanliness of the following:
  - a. Decks
  - b. Scullery
  - c. Light fixtures
  - d. Coffee dispensers
  - e. Silverware
  - f. Coffee cups
  - g. Bulkheads
  - h. Mess tables
  - i. Mess trays
  - j. Steam tables
  - k. Garbage cans
  - l. All bright-work shined
  - m. Hatch, ladders, passageways of Troop Mess areas
  - n. Fire apparatus shined
7. Supervise the serving of foods on the line - seeing that all foods are served that appear on the Menu, that food is served hot or cold as required, that there are no shortages, and avoid delay in serving line.
8. Stand-by at the 1000 daily Inspection of Troop Mess areas.
9. Notify the Chief Steward immediately in the event of any emergency.
10. Return un-used provisions to Storeroom at completion of each voyage.
11. Maintain close cooperation and coordination with Chief Cook at all times.

WORK HOURS:

At Sea

In Port

0530-0900 0730-1600  
10-1300

APPROVED:

1500-1800 SUBMITTED:

C. W. Hutchison

Phil Dattola

I certify that I have read and understand the above job description.

Fred J Smully  
Signature

504  
2nd Steward (Trp)

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

3RD STEWARD (SAN) DUTIES

1. In addition to other duties that may be assigned by the Chief Steward, you shall be responsible for checking Steward Department spaces, equipment and personnel for cleanliness so as to maintain a high standard of sanitation. Careless handling of food or improper methods used in preparation of food, which may be injurious to the health of passengers and crew, shall be reported immediately to the Chief Steward for corrective action. He shall be familiar with the Manual of Naval Hygiene and Sanitation, Chapter 1, and instructions in Sanitary precautions for Food Service Personnel (NAVPERS 91921).
2. The Chief Steward shall prepare a check-off list to be used by the 3rd Steward (San) in inspecting Steward Department spaces. The following spaces are to be checked by the 3rd Steward (San), noting each piece of equipment relative to Sanitary and Safety factors.
  - a. Galleys.
    - Decks, scuppers, sinks, grease traps, etc.
    - Ranges: clean and free from grease and burned particles, general conditions, overhead grease trap clean.
    - Deep-fat Fryers: clean, coils clean, baskets clean and in good condition.
    - Steamers: clean and operate properly, particularly escape valve.
    - Steam-jacketed Kettles: clean under cover and over exhaust.
    - Ovens: clean and free of burned food, food particles and grease.
    - Sinks: clean, pot-sink thermometers operating properly.
    - Dishwashing machines: cleanliness.
    - Mixing machines: clean (mixing head and attachments).
  - b. Butcher Shop.
    - Decks, scuppers, grease traps and sinks - cleanliness.
    - Meat blocks: clean, dry, free from cracks and pits.
    - Meat grinders: housing and working parts free from dirt, food particles and rust.
    - Band-saw: clean and open, all gears clean and orderly.
  - c. Vegetable preparation areas.
    - Decks, scuppers, traps and sinks. Potato peelers, slicing and dicing machines and steam kettles.
  - d. Bakery: decks, scuppers, sinks and traps. Ovens clean and free of burned foods. Cleanliness of proof-boxes, dough mixing equipment and other equipment. Bread pans, pie tins, muffin tins, etc. All cream pies under refrigeration.
  - e. Pantries: cleanliness of decks, scuppers, sinks and traps. Electric griddles clean and free from grease. Steam tables clean, free from food particles and grease. Refrigerators clean, free from odor, food stored properly and in sanitary manner. Coffee urns clean, free of odor, properly cleaned. Uncooked food must be kept under refrigeration. Cooked food will be placed under refrigeration as soon as possible after serving meal.
  - f. Messrooms: deck, drains, tablebenches, serving lines and all gear clean, also check spraying for insects in this and all areas.
  - g. Sculleries: dishwashing machines, inspection of silverware, glassware, china, etc. Water temperatures, detergents used, etc.

3. WORK HOURS:

At Sea	In Port
0730-1100	0730-1600
1230-1730	

APPROVED:

SUBMITTED:

P. W. Nutehman

Phil Sattola

I certify that I have read and understand above job description.

George Ellis  
Signature 3rd Steward (San) 505-1

### 3RD STEWARD (PASS) DUTIES

- APPROVED:**

**SUBMITTED:**

C.W. Hutchins

Phil Dattola

I certify that I have read and understand above job description.

John Girard Jr.  
Signature 3rd

**Signature**

3rd Steward (Pass)

~~506~~ 505-2

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

3RD STEWARD (SALON) DUTIES

1. The 3rd Steward in charge of the Main Dining Salon is directly under the supervision of the Chief Steward and is responsible for:
  - a. Supervision of the Main Dining Salon, assigning Waiters to their stations, instructing them as to required courtesy and service.
  - b. Inspecting all Waiters each morning, seeing that they are in clean and proper uniform, clean fingernails, hair cut and combed, shoes shined.
  - c. Emphatically instructing all Waiters that all cutlery, crockery, pitchers, etc., are to be sterilized through the dish-washing machine and under no circumstances washed by the Waiter. Immediately notify the Chief Steward of anyone not following this order.
  - d. Seeing that Waiters serve hot beverages and foods "HOT" and cold beverages and foods "COLD", permitting no Waiter to set up his table with such foods until five (5) minutes before passengers enter the Dining Salon.
  - e. Inspecting side-stands, permitting no Waiter to have excessive amounts of silverware or crockery stowed in the side-stand.
  - f. Assigning Waiters side-jobs and insuring sanitary cleaning of the Dining Room, tables, chairs, decks, side-stands, fans, lights, vents, windows, bulkheads, overhead and fire apparatus.
  - g. Assisting 2nd Steward (Adm), as advised, particularly when embarking or debarking passengers.
  - h. Maintaining proper level of condiments, linens, silverware, glassware and dishes in assigned storerooms.
  - i. Standing-by daily at 100 for Inspection of Dining Salon.
  - j. Such other duties as may be designated by the Chief Steward.

2. WORK HOURS:

At Sea

In Port

0630-0930

SAME

1030-1330

1530-1800

APPROVED:

SUBMITTED:

G.W. Hutcheon

Phil Dattola

I certify that I have read and understand the above job description.

Paul J. Zutoriano  
Signature

505-3  
3rd Steward (Salon)

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

STEWARDESS JOB DESCRIPTION

1. You will be directly responsible to the Chief Steward for the comfort of women and children passengers, particularly when such passengers are ill.
2. You will conduct yourself properly at all times, answer passenger's questions in a polite and courteous manner, avoid smoking on duty and gossiping or fraternizing with passengers or crew members.
3. At embarkation you will assist women and children, directing them to the cabins.
4. Immediately after departure from port contact all mothers and inform them of the location of the Stewardess Pantries, show the available baby food on hand. Inform passengers of the location of the Laundry and Ironing Room. Explain the danger of open air-ports.
5. Stewardesses are entirely responsible for maintaining the Stewardess's Pantries, keeping a variety of foods available, cleanliness of Pantries, etc.
6. Check your assigned sections of cabins to ensure that each passenger has a life jacket, being certain that each cabin has sufficient children's jackets.
7. Immediately after embarkation, if any cribs are found missing from cabins where needed, notify the Steward in charge of such cabins.
8. Promptly notify the Steward in charge of cabins of any deficiencies in need of correction, furnishing him with exact location, nature of work, etc.
9. Inform passengers of safety procedures: how to secure luggage, danger of open air-ports, handling of doors, etc.
10. Make daily visits to the cabins in your assigned sections, reporting all illnesses to the Medical Officer. With his approval you will serve meals in cabins to passengers unable to go to the Dining Salon.
11. Assist the Dining Room Steward on sailing day in showing passengers to their assigned tables. If conditions warrant it you will assist mothers in the feeding of children.

APPROVED:

SUBMITTED:

C. W. Hutchins  
MASTER

Phil Dattolo  
CHIEF STEWARD

I have read, understand, and will comply with, above Instructions.

Ardis B. Bell 546-2  
Signature of employee Position No.

0730-1030  
1100-1400  
1600-1900

PORT  
0730-1600

USNS GENERAL EDWIN D PATRICK (TAP 124)  
OFFICE OF THE CHIEF STEWARD

STEWARD DEPARTMENT YOEMAN

REF: (a) NAVSANDA Publication 236, par 1003-1  
(b) MSTSPAC INST. 4406.1

1. In accordance with references above you are assigned the following duties and responsibilities in the performance of supply functions under the supervision of the Chief Steward:

(a) Prepare requisitions (DD Form 1149) for replenishment of materials, supplies, provisions, equipment and services required by the department.

(b) Prepare expenditure invoices (DD Form 1148) for accountable stores and equipment transferred or surveyed.

(c) Prepare surveys (Sanda Form 154) for accountable stores and equipment requiring survey.

(d) Maintain Requisition Record Book and requisition files as outlined in paragraph 1207, NAVSANDA Publication 236.

(e) Maintain in a current status the general files, official publications, instructions, notices, etc.

(f) Prepare for signature all outgoing correspondence, reports and returns as required by current directives.

(g) Maintain Provision Ledger (Sanda Form 335)(2512).

(h) Maintain General Mess Control Board (Sanda Form 338).

(i) Maintain cleanliness and upkeep of office spaces and equipment.

(j) Allow only authorized personnel access to the office, equipment, records, files and publications. Keep office and files locked when not in use.

(k) Perform such other supply functions as may be assigned by the Chief Steward to ensure compliance with existing and/or future requirements of the position.

WORK HOURS:

At sea

In Port

0800 1200  
1230 1630

0730 1600

APPROVED:

SUBMITTED:

C. W. Hutchins

Phil Dattola

I certify that I have read and understand the above job description.

Edmund J. Loran  
Signature

557  
Position No.



USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

3RD STEWARD (CREW) DUTIES

1. Supervise Crew Mess Halls and assign Messmen to their stations.
2. Inspect all Messmen each morning at sea or in port. See that they are in proper uniform, are accomplishing work as assigned, and that all food handlers have taken the proper precaution before each meal to wash their hands, clean their finger nails, comb their hair and wear clean jackets.
3. Maintain a proper level of condiments, linens, silver, glassware and dishes in assigned storeroom.
4. Familiarize the Messmen with cleaning operations in the Mess Rooms.
5. Insure sanitary cleaning in the Crew Mess, CPO Mess and Military Mess, tables, chairs, decks, side tables, port-holes, fans, light fixtures, bulk-heads, overhead and passageways assigned.
6. Assist 2nd Steward as advised, particularly when embarking or debarking cabin passengers.
7. Supervise cleaning Steward Department Crew Rooms, Washrooms, Showers.
8. Stand-by daily at 1000 for Inspection of Pantry, Scullery and Mess Rooms.
9. Equipment Responsibility:

Dishwashing Machine	Coffee Urn
Ice Cream Cabinet	Walk-in Reefer Box
Steam Table	Storage areas
Mess Room furniture	Ports and closures
Condiment Racks	Interior doors
Painting and cleaning areas assigned	

10. Comply with such other instructions as may be issued by the Chief Steward.

11. WORK HOURS:

At Sea	In Port
0615-0945	
1015-1315	
1515-1815	Same
<del>0730-1130</del>	SAME
<u>0630-0930</u>	
<u>1030-1330</u>	
SUBMITTED:	
15-1800	

APPROVED:

E. W. Hutchison

Master

P. L. Dattola

Chief Steward

I hereby certify that I have read and understand the above job description.

D. B. Spiano  
Signature

3rd Steward (Crew)

506  
~~505-2~~

USNS GEN. E. D. PATRICK (T-AP 124)  
Office of the Chief Steward

STEWARDESS JOB DESCRIPTION

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8. Promptly notify the Steward in charge of cabins of any deficiencies in need of correction, furnishing him with exact location, nature of work, etc.
9. Inform passengers of safety procedures: how to secure luggage, danger of open air-ports, handling of doors, etc.
10. Make daily visits to the cabins in your assigned sections, reporting all illnesses to the Medical Officer. With his approval you will serve meals in cabins to passengers unable to go to the Dining Salon.
11. Assist the Dining Room Steward on sailing day in showing passengers to their assigned tables. If conditions warrant it you will assist mothers in the feeding of children.

APPROVED:

SUBMITTED:

C. W. Hutcherson

MASTER

P. Paul Dattola

CHIEF STEWARD

I have read, understand, and will comply with, above Instructions.

Jewell "D" Pruitt  
Signature of employee

540-1

Position No.

WORK HOURS

AT SEA

IN PORT

0730 - 1030

1100 - 1400

1600 - 1900

0730 - 1600