

USNS GENERAL EDWIN D. PATRICK (T-AP 124)
OFFICE OF THE CHIEF STEWARD

LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS

1. Work under direct supervision and orders of Laundry Foreman.
2. Observe all safety rules and regulations. Instruct Troop Details in matters of safety.
3. Do not allow Troop Details to operate power-driven equipment. Do not allow unauthorized personnel to enter the ship's laundry.
4. Know what you are doing. When assigned to any particular job in the ship's laundry, if you are uncertain of your duties, consult the Laundry Foreman for complete information. Don't guess - be sure.
5. Assist in keeping the ship's laundry as clean as possible at all times. This is for Safety as well as Sanitation.
6. Report all mechanical deficiencies, or any other matters pertaining to the ship's laundry, to the Laundry Foreman promptly.
7. Personal laundry will be processed through official channels only, no private laundry services will be rendered to anyone.

8. WORKING HOURS:

AT SEA

IN PORT

0730 - 1600

0730 - 1600

Night Duty

1530 - 2400

APPROVED:

C. W. Hatcher
Master

SUBMITTED:

Philip D. Hester
Chief Steward

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

Bing F. Wong

Signature of employee

586

Position No.

USNS GENERAL EDWIN D. PATRICK (T-AP 124)
OFFICE OF THE CHIEF STEWARD

A/Laundryman

~~INSTRUCTIONS~~ INSTRUCTIONS

1. Received and issue all ship's linens and bedding.
2. Make certain that every piece Of ship's linens and blankets are properly stamps MSTs in spaces designated.
3. Issue and receive all Troop linens, as directed by the Chief Steward.
4. You are responsible for the cleanliness of linenrooms and the stowage in same.
5. Handle personal laundry as directed by the Chief Steward.
6. Handle no unauthorized personal laundry.
7. Observe all safety rules, orders and regulations.
8. Work in conjunction with the Laundry Foreman, so that the services of the ship's laundry work out to the best interests of Department needs.
9. Keep unauthorized personnel out of your work areas.
10. Keep your work area as shipshape as possible, keeping piles of soiled linens properly stacked so that ordinary movement is not hindered.

11. WORK HOURS:

AT SEA
0730-1600

IN PORT
Same

APPROVED: C.W. Hitchum
Master

SUBMITTED: Edwin D. Patrick
Chief Steward

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

William A. Simpson 587-1
Signature of employee

Position No.

USNS GENERAL EDWIN D. PATRICK (T-AP 124)
OFFICE OF THE CHIEF STEWARD

~~ASST LAUNDRYMAN~~ Assigned
To ~~1st LAUNDRYMAN~~ JOB INSTRUCTIONS Asst Laundryman

1. Received and issue all ship's linens and bedding.
2. Make certain that every piece Of ship's linens and blankets are properly stamps MSTIS in spaces designated.
3. Issue and receive all Troop linens, as directed by the Chief Steward.
4. You are responsible for the cleanliness of linenrooms and the stowage in same.
5. Handle personal laundry as directed by the Chief Steward.
6. Handle no unauthorized personal laundry.
7. Observe all safety rules, orders and regulations.
8. Work in conjunction with the Laundry Foreman, so that the services of the ship's laundry work out to the best interests of Department needs.
9. Keep unauthorized personnel out of your work areas.
10. Keep your work area as shipshape as possible, keeping piles of soiled linens properly stacked so that ordinary movement is not hindered.
11. WORK HOURS:

AT SEA
0730-1600

IN PORT
Same

APPROVED: C.W. Mitchum
Master

SUBMITTED: Philip D. Outhwaite
Chief Steward

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

Thomas P. Healy 5872
Signature of employee

Position No.

USNS GENERAL EDWIN D. PATRICK (T-AP 124)
OFFICE OF THE CHIEF STEWARD

Asst. Foreman
LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS

1. Work under direct supervision and orders of Laundry Foreman.
2. Observe all safety rules and regulations. Instruct Troop Details in matters of safety.
3. Do not allow Troop Details to operate power-driven equipment. Do not allow unauthorized personnel to enter the ship's laundry.
4. Know what you are doing. When assigned to any particular job in the ship's laundry, if you are uncertain of your duties, consult the Laundry Foreman for complete information. Don't guess - be sure.
5. Assist in keeping the ship's laundry as clean as possible at all times. This is for Safety as well as Sanitation.
6. Report all mechanical deficiencies, or any other matters pertaining to the ship's laundry, to the Laundry Foreman promptly.
7. Personal laundry will be processed through official channels only, no private laundry services will be rendered to anyone.

8. WORKING HOURS:

AT SEA	IN PORT
1530-2400	0730-1600
0730-1400	

APPROVED: P. A. Hitehman
Master

SUBMITTED: Philip Battelle
Chief Steward

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

Diya C. Thomas 589-
Signature of employee

Position No.

USNS GENERAL EDWIN D. PATRICK (T-AP 124)
OFFICE OF THE CHIEF STEWARD

LAUNDRY FOREMAN JOB INSTRUCTION

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. Observed 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 a 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 condition 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. WORK HOURS:

AT SEA	IN PORT
0730 - 1600	Same

APPROVED: C. W. Hutchman
Master

SUBMITTED: Philip Dattala
Chief Steward

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

N. Ouchi
Signature of employee

585
Position No.