

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

CHIEF COOK JOB INSTRUCTIONS

1. In complete charge of the preparation of all foods for passengers, officers, troops and crew. He will direct and supervise all cooks and galley help.
2. He will prepare all requisitions on prescribed forms and submit them to the Chief Steward for approval.
3. Inspect all left-overs to determine their fitness for use.
4. He will cooperate with the Chief Butcher and Chief Baker in respect to menus.
5. Make job analysis for every person in the galleys so as to place responsibility for every job. Determine the best and quickest way to do that job.
6. Stand-by daily at 1000 for Inspection, both galleys.
7. See that proper security of the Main Galley and Troop Galley is maintained at all times, that provisions placed in his custody are properly handled, safeguarded and expended. See that the Galleys, and equipment installed therein are maintained in a neat, orderly, and proper operating condition.
8. Let no unauthorized personnel enter the Galleys.
9. Do not allow personnel to smoke or use tobacco in any form when on duty in the Galleys.
10. Comply with applicable safety precautions, sanitary regulations and such additional instructions consistent herewith as the Chief Steward may prescribe.
11. Maintain all galley equipment, including galley ranges, deep fat fryer kettles, food equipment, vegetable peelers, meat grinders, can openers, oil ranges, electric ranges, warming ovens, ventilation and heating equipment over ranges and filters attached, and reach-in refrigerator boxes.

12. WORK HOURS:

At Sea  
0600 - 1230  
1430 - 1730

In Port  
0600 - 1500

APPROVED:

SUBMITTED:

P.W. Hitchem

MASTER

Phil Dattolo

CHIEF STEWARD

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

Agosto Pade  
Signature of employee

541  
Position No.

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

2ND COOK JOB INSTRUCTIONS

1. Work under direct supervision of the Chief Cook.
2. Observe all Sanitation Rules and Regulations. If Details work in the Galley Instruct them in sanitary procedures.
3. Follow all Safety Regulations and instruct Details in same.
4. Report all mechanical deficiencies and such matters to the Chief Cook promptly.
5. Smoking, or the use of tobacco in any form, is prohibited while on duty in the Galley.
6. Wear the proscribed uniform while on duty, with head covering, and keep yourself physically clean at all time.
7. When in doubt on any matter pertaining to your duties, consult the Chief Cook. Be sure - don't guess.

8. WORKING HOURS:

At Sea	In Port
0630 - 1230	
1430 - 1800	0900 - 1800

APPROVED: P.W. Hutchum SUBMITTED: W.H. Battolo  
MASTER CHIEF STEWARD

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

Demetrio Q. Quinones  
Signature of employee

566-1  
Position No.

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

2ND COOK JOB INSTRUCTIONS

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6. Wear the prescribed uniform while on duty, with head covering, and keep yourself physically clean at all time.
7. When in doubt on any matter pertaining to your duties, consult the Chief Cook. Be sure - don't guess.

8. WORKING HOURS : At Sea In Port  
0630 - 1300 0730 - 1600  
1500 - 1800

APPROVED: P. W. Nuttall SUBMITTED: Alfred Dattolo  
MASTER CHIEF STEWARD

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

Julian T. Fernandez  
Signature of employee

**566-4**