

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

T-AP 124/PED/aj

CHIEF STOREKEEPER

REF: (a) NAVSANDA Pub 236 para 1003-1
(b) MSTSPAC INST 4406.1

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

- a. Issue accountable stores only upon presentation of properly prepared and approved Request for Issue or Turn-In (DD Form 1150) and /or Subsistence Issue Slip (MSTSPAC Form 4400-2(6-57) for provision issues; turn in daily to department head's office all stub requisitions.
- b. When directed by the Chief Steward, assist in taking periodic inventories of the material and provisions as required by NavSanda Pub 236, (para 1403 and 2810).
- c. Post to Stock Tally Cards (SandA Form 209) in accordance with para 1401, NavSanda Pub 236.
- d. Issue old stock first for proper stock rotation.
- e. Maintain Stock Tally Cards (SandA Form 209) in accordance with para 1401, NavSanda Pub 236.
- f. Maintain the principles of good stowage and proper identification of general stores as outlined by para 1504, 1505 and 1509, NavSanda Pub 236.
- g. Check all incoming stores against invoices or receipts papers and copy of ship's requisition to ensure receipt of all items. Sign receipt papers acknowledging receipt and custody of stores, and turn in to department head's office all receipt papers and documents. Supervise loading of stores and take necessary precautions to safe guard and protect government property against damage in heavy seas.
- h. Keep department head informed of any stores that may be in excess, require survey or that may be carried in insufficient quantities to meet requirements of the department.
- i. Maintain orderliness and cleanliness throughout assigned storage space.
- j. Ensure that keys to supply spaces are turned in to the key locker in the department head's office prior to leaving ship.
- k. Allow only authorized personnel access to supply spaces and ensure that a storekeeper or assistant is present at all times when work details are within supply spaces.
- l. Ensure that proper and adequate safety precautions are taken when entering non-ventilated spaces where gas or gaseous formation may be existent.
- m. 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

0800 - 1200

1230 - 1630

IN PORT

0730 - 1600

APPROVED:

P. W. Hutchison
Master

SUBMITTED BY:

Phil Dattola
Chief Steward

I certify that I have read, fully understand, and will comply with the above order.

John W. Hutchison
SIGNATURE

POSITION NO.

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

ASSISTANT STOREKEEPER JOB INSTRUCTIONS

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 up, re-arrange untidy stacks of stores, and in general make good use of your time.

10. WORK HOURS

AT SEA	IN PORT
0500 - 0700	
0800 - 1030	
1200 - 1530	Some

APPROVED:

P. W. Hatchum
Master

SUBMITTED:

Philip Dattler
Chief Steward

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

Donald E. Kelin 588
SIGNATURE OF EMPLOYEE

Position No.