

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	0730-1600

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

\_\_\_\_\_  
Signature of employee

585  
\_\_\_\_\_  
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.
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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	0730-1600

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

\_\_\_\_\_  
Signature of employee

505

\_\_\_\_\_  
Position No.

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

ASST LAUNDRY FOREMAN JOB INSTRUCTION

1. Work under direct order from the ~~CHIEF STEWARD~~ Laundry Foreman.
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 Laundryman 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
1600-2400	0730-1600

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

\_\_\_\_\_  
Signature of employee

586  
\_\_\_\_\_  
Position No.

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

**ASST** LAUNDRY FOREMAN JOB INSTRUCTION

- ~~XXXXXXXXXX~~ Laundry Foreman.
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. Observe 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 on 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 conditions 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
1600-2400	0730-1600

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

586

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Position No.

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

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

\_\_\_\_\_  
Signature of employee

587-1  
\_\_\_\_\_  
Position No.

## LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS

- ~~0730-1600~~

~~0730-1600~~

SUBMITTED: Chief Steward

Signature of employee

587-1  
Position No.

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.
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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

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

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Signature of employee	Position No.

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~~

APPROVED: \_\_\_\_\_ Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

Signature of employee

587-2  
Position No.



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.
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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

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

\_\_\_\_\_  
Signature of employee

587-3  
\_\_\_\_\_  
Position No.

## LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS

- ~~0730-1640~~

~~0730-1600~~

SUBMITTED: Chief Steward

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

Signature of employee

587.3  
Position No.

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

~~XXXXXXXXXXXXXXXXXXXX~~  
LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS

1. Work under direct supervision and orders of Laundry Foreman.
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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
	<del>0600-2100</del>	<del>0700-1600</del>
	0730-1600	0730-1600

APPROVED: \_\_\_\_\_  
Master

SUBMITTED: \_\_\_\_\_  
Chief Steward

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

_____	589
Signature of employee	<del>589</del> Position No.

**LAUNDRYMAN AND ASSISTANTS JOB INSTRUCTIONS**

- | 8. WORKING HOURS: | AT SEA               | IN PORT              |
|-------------------|----------------------|----------------------|
|                   | <del>1600-1600</del> | <del>1600-1600</del> |
|                   | 0730-1600            | 0730-1600            |

SUBMITTED: \_\_\_\_\_  
Chief Steward

589  
~~506~~

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Signature of employee                      Position No.