

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
0500-0700
0800-1030
1200-1530

IN PORT
0730-1600

APPROVED:

Master

SUBMITTED:

Chief Steward

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

SIGNATURE OF EMPLOYEE

588

Position No.

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