

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 fryers, 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	In Port
	0600-1230 1430-1730	0600-1500

APPROVED:

SUBMITTED:

MASTER

CHIEF STEWARD

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

Signature of employee

541

Position No.

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 fryers, 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	In Port
0600-1230	0600-1500
1430-1730	

APPROVED:

SUBMITTED:

MASTER

CHIEF STEWARD

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

Signature of employee

541

Position No.