



JOB FAMILY CONCEPT

This family consists of three levels of Marine Steward work. Levels are distinguished based on complexity and level of supervision received. Positions in the Marine job families are required to be at sea for long periods of time on ocean-going vessels and require U.S. Coast Guard Merchant Marine Credential with a Steward's Department Food Handler rating. This job family is distinguished from the Marine Engineering and Deck families in that it is responsible for supporting interior vessel facilities and operations. The Marine Steward job family addresses responsibility for the following functions:

- Customer Service
- Meal Preparation
- Sanitation and housekeeping
- Maintenance
- Staff supervision

Incumbents may perform one or more of these functions in support of a wide range of equivalent Marine Steward activities.

This job family covers several functional areas of Marine Steward support and operations work including:

- Mess Attendant
- Second Cook/Baker
- Chief Steward

TYPICAL FUNCTIONS

[Note: A single position may involve one or more of the functions listed, and may include functions not listed.]

- Coordinate and plan menu, equipment, logistics and support needs.
- Load and unload food, and stow fresh and dry stores.
- Clean galley, floors, mess deck, storerooms, linens, machinery and related equipment and appliances.
- Communicate with the Engineering Department regarding equipment concerns or deficiencies.
- Plan, order, purchase and prepare meals for crew and scientific personnel.
- Order, purchase and maintain inventory of equipment, supplies and food.
- Perform minor workplace first aid.
- Participate as member of emergency response team.
- Wash and sanitize all cooking equipment and maintain galley in sanitary condition.
- Perform safe and proper use of galley equipment.
- Prepare and serve food in heavy seas and assure that galley is secure in all weather conditions.



- Train and supervise Steward Department staff.
- Perform other duties as otherwise directed by a supervisor

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 04801

Grade 73

Marine Exempt - Hourly

Descriptors

Work is performed under direct supervision of the Chief Steward within well-defined guidelines. Wash and sanitize all cooking equipment and maintain galley in sanitary condition. Clean, organize and stock mess deck and storerooms; manage ship's laundry and linens. Assist Chief Steward and Second Cook to maintain inventory of food, equipment and supplies as instructed. The typical position in this level would be a **Mess Attendant**.

Knowledge, Skills, and Abilities

Knowledge of basic marine operational safety principles. Ability to perform heavy labor and lifting. Ability to safely operate galley equipment. Working knowledge of routine cleaning and maintenance of galley and housekeeping equipment and areas. Ability to work in extreme conditions in enclosed areas.

Education and Experience

Six months work experience aboard a marine vessel as a crewmember, or equivalent training and experience. Professional license required that is commensurate with U.S. Coast Guard Merchant Mariner Credential. Food Handling, First Aid, and CPR certification also required.

Level 2

PCLS: 04802

Grade 75

Marine Exempt - Hourly

Descriptors

Work is performed under intermittent supervision of the Chief Steward within guidelines that are generally defined. Assist the Chief Steward to maintain inventory of food, equipment and supplies. Assist with galley schedule and preparation of daily meals for crew and scientific personnel, as per instructions of the Chief Steward. The typical position in this level would be a **Second Cook/Baker**.



Knowledge, Skills, and Abilities

Same as level 1, plus: Knowledge of cooking, baking and safe food handling procedures. Ability to prepare nutritious meals at sea and ensure proper and necessary sanitation. Ability to maintain inventory of food, supplies and equipment. Ability to establish and follow food service procedures, policies, guidelines and compliance; maintain and prepare inventory controls and reports. Ability to lead**.

Education and Experience

Two years work experience aboard a marine vessel as a cook/baker, or equivalent training and experience. Professional license required that is commensurate with U.S. Coast Guard Merchant Mariner Credential. Food Handling, First Aid, and CPR certification also required.

Level 3

PCLS: 04803

Grade 77

Marine Exempt - Hourly

Descriptors

Work is performed under administrative direction. Manage housekeeping, food operations, and supervise** Steward Department staff. Plan, prepare and execute menus and meals for crew and scientific personnel. Provide training and guidance for Steward Department staff. Perform fiscal management and inventory control. Plan, order, purchase and maintain inventory of food, equipment and supplies. Communicate effectively with the Engineering Department regarding equipment concerns or deficiencies. Communicate with the Chief Scientist for each science mission regarding special requirements or requests of their group. The typical position in this level would be a **Chief Steward**.

Knowledge, Skills, and Abilities

Same as level 2, plus: Expert knowledge of nutrition, cooking and safe food handling procedures. Knowledge of procurement practices and computers preferred. Expert ability to plan and prepare meals for long periods of time. Expert ability to maintain inventory of fresh/dry food, supplies and equipment. Expert ability to establish and follow food service procedures, policies, guidelines and compliance; maintain and prepare inventory controls and reports. Expert ability to communicate and provide excellent customer service. Expert ability to give detailed instructions and provide clear expectations. Ability to supervise**.

Education and Experience

Five years of progressive work experience aboard a marine vessel as a cook/baker, or equivalent training and experience. Professional license required that is commensurate with U.S. Coast Guard Merchant Mariner Credential. Food Handling, First Aid, and CPR certification also required.

* **Complexity**: Refers to the diversity of rules and regulations (e.g. federal, state, and university regulations, US Coast Guard (USCG), American Bureau of Shipping (ABS), OSHA hazardous materials).



- * **Scope**: Refers to the size of the vessel, scale of operations on a vessel, or the impact that the mission of the vessel has on an organization or unit.
- ** **Lead**: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.
- ** **Supervise**: Hire, train, evaluate performance and initiate corrective action.

[2013 revisions include formatting document for consistency. Document was revised with comments and suggestions from work team.]