



SAFETY MANAGEMENT MANUAL

7.7.1 Galley Responsibilities

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1. Purpose

The purpose of this procedure is to establish the areas of responsibility for the Steward's Department.

2. Responsibility

The Steward is the head of the Steward's Department and reports to the Master. He/she supervises the other members of the Steward's Department.

3. References

Job descriptions

4. General

The Steward Department is responsible for:

- Food and dry stores purchases, stowage, and stock rotation
- Planning and serving balanced and nutritious meals.
- Safe handling of food preparation and clean up.
- Sanitation of galley, scullery, mess rooms, dry stores, chill box and freezer spaces, as well as any other vessel specific assignments.
- Ensuring galley equipment is working order and maintained as specified by the manufacturer. All malfunctions to be reported to the proper personnel.
- Familiarization with workplace hazards that include sharp objects, hot surfaces, rolling platform, slippery decks, lifting, and chill box/freezer exposure.
- Familiarization with the vessel's trash and waste policies.
- Emergency response within galley spaces which include but are not limited to: use of a fire extinguisher, use of suppression equipment in the galley, knowledge of the electrical circuits which supply power to the galley equipment, and basic first aid.