



## 7.7.2 Stewards Department Responsibilities

Originator:	Approved By:
Theophilus Moniz, III	Albert F. Suchy

### 1. Purpose

The purpose of this procedure is to establish responsibilities within the Stewards Department on board WHOI vessels.

### 2. Responsibility

The Master is ultimately responsible for the health and safety for all personnel aboard WHOI vessels. The Steward is in charge of the Stewards Department on board each vessel and is the direct supervisor of all members of his/her department. The Steward shall maintain a list of his/her department's responsibilities and shall see that they are carried out in a timely and proficient manner.

### 3. General

The Stewards Department is responsible for the following:

- A. Food and Dry Stores
  1. Purchases
  2. Stowage
  3. Stock Rotation
- B. Planning and serving balanced and nutritious meals
- C. Sanitation of responsible areas
- D. Maintenance of responsible equipment
- E. Trash and waste disposal
- F. Emergency response as necessary
- G. Sanitary and Personal Hygiene
  1. Practice good personal hygiene and hand washing while maintaining a neat and clean personal appearance while on duty.
  2. Perform their duties in accordance with accepted standards for safe food handling and sanitation within their work areas.
  3. Cleaning implements (scrubbers, cloths, etc.) shall be cleaned and dried when not in use or soaked in a bleach solution or other cleaning solution between uses.
  4. All food service equipment shall be properly cleaned after each use including the preparation area and drink dispensers.
  5. Countertop areas and equipment on the Mess Deck shall be cleaned/wiped down at least daily.
  6. Tables, seats and benches shall be wiped down after each meal.
  7. Mess Decks shall be swept and swabbed daily. Thorough washing of the Galley deck should occur at least weekly.
  8. All non-skid mats in the Galley shall be washed and disinfected at least weekly.
  9. Mess Deck and Galley overheads and bulkheads shall be wiped down with a cleaning and disinfecting solution at least once per month.



# MANAGEMENT SYSTEM MANUAL

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10. Areas (decks and bulkheads) around trash receptacles should receive daily attention.
  11. Prior to all port arrivals, storerooms and reefer spaces shall be cleaned and organized in preparation for inspection by port authorities and replenishment.
  12. Be alert for signs of contamination or infestation by pests (insects, rodents, etc.) in Galley and Storerooms. Report such findings to the Master at once.
  13. No food, galley supplies or equipment may be removed from the ship without the Master's approval.
  14. Food Handlers must show evidence of updated immunizations to include:
    - a. Measles/Mumps/Rubella
    - b. Hepatitis "A"
    - c. Annual Purified Protein Derivative (PPD) (Tuberculosis Test)
    - d. A current tetanus shot is recommended
- H. Daily Operations
1. Cooks shall be present at their workstations (Galley, Mess Deck, Storerooms, Reefers) during their normal work hours including overtime periods.
  2. Serve meals promptly at posted meal times. The Master establishes meals times aboard ship.
  3. Meals should be served at the proper temperatures.
  4. Ensure proper stock rotation of all foodstuffs to minimize or prevent waste and spoilage.
  5. Upon receiving stores and provisions, items should be dated as necessary to assist with stock rotation.
  6. Maintain order in the stowage of provisions: similar items should be stored together; incompatible items should be stored away from one another.
  7. Store foods at proper temperatures to prevent spoilage.
  8. Wash or rinse produce as appropriate prior to serving it.
  9. Ensure availability of foods (midnight rations) for after-hours diners. Leftovers from regular meals may fulfill this requirement as long as they can be made available in convenient portions and in a sanitary manner.
- I. Planning
1. The Steward is responsible for planning menus and preparing requisitions.
  2. Requisitions shall be submitted in **NS5**.

#### 4. Turnover Notes

In order to provide for the smooth transition of personnel on and off the vessel, a certain level of information must be passed along to relief personnel. This is accomplished through the use of turnover notes.



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The steward is responsible for preparing turnover notes to provide to the oncoming steward. As a guideline, ask yourself, "Would I want to know this if I were coming on board the vessel?" The following areas should be addressed as appropriate:

- Vessel readiness – Provide information on the status of equipment and spaces that you are responsible for.
- Supplies – Provide a review of orders already placed in the system and information on needs identified but not yet ordered.
- Hotel supplies – Review the status of laundry, both coming and going. Provide a review of any supplies that need reordering.

### 5. Report

A copy of turnover notes shall be provided to the Master. There is no need to retain these notes once the relief has them.