



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 licensing and/or endorsements. 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:

- Maintenance
- Sanitation and housekeeping
- Meal preparation
- 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:

- Steward
- 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
- Perform preventive maintenance to galley equipment and make minor repairs to quarters
- Plan, order, purchase and prepare meals for crew and scientific personnel
- Order, purchase and maintain inventory of equipment, supplies and food
- Perform first aid functions
- Participate as member of emergency response team
- Wash and sanitize all cooking equipment and maintain galley in sanitary condition
- Meet DEC requirements and regulations for food handlers; perform safe and proper use of galley equipment
- Prepare and serve food in heavy seas
- Train and supervise staff



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
Non-Exempt

Descriptors

Receives direct supervision and works within well-defined guidelines. Clean and organize galley, mess-deck, storerooms and linens. Make routine repairs to vessel galley equipment. Maintain inventory of food, equipment and supplies as instructed. Wash and sanitize all cooking equipment and maintain galley in sanitary condition. The typical position in this level would be a **Steward**.

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

6 months work experience aboard a marine vessel as a crewmember or equivalent training and experience. Professional licensure required that is commensurate with the appropriate level. (U.S. Coast Guard Merchant Mariner's document). Food Handling, First Aid, and CPR certification is required.

Level 2
PCLS: 04802

Grade 75
Non-Exempt

Descriptors

Works under intermittent supervision and works within guidelines that are generally defined. Maintain inventory of food, equipment and supplies. Plan daily specials, assist with galley schedule, prepare and execute daily menus for crew and scientific personnel. ****Lead** basic galley meal preparations and maintenance of galley and related equipment. The typical position in this level would be a **Cook or Baker**.

Knowledge, Skills, and Abilities

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

2 years work experience aboard a marine vessel as a cook or baker or equivalent training and experience. Professional licensure required that is commensurate with the appropriate level. (U.S. Coast Guard Merchant Mariner's document). Food Handling, First Aid and CPR certification is required.

Level 3
PCLS: 04803

Grade 77
Exempt

Descriptors

Works under administrative direction. Manages food operations and **supervises steward staff. Plan, prepare and execute menus for crew and scientific personnel. Performs fiscal management and inventory control. Plan, order, purchase and maintain inventory of food, equipment and supplies. The typical position in this level would be a **Chief Steward**.

Knowledge, Skills, and Abilities

Expert knowledge of cooking and safe food handling procedures. Knowledge of procurement practices and computers preferred. Expert ability to plan and procure 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. Ability to **supervise.

Education and Experience

5 years of progressively work responsible aboard a marine vessel as a cook or baker or equivalent training and experience. Professional licensure required that is commensurate with the appropriate level. U.S. Coast Guard Merchant Mariner's document). Food Handling, First Aid and CPR certification is 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.