

Job Posting Template

The Ship Operations Department is currently accepting applications for a temporary relief Steward.

JOB SUMMARY:

Reporting to the Master; is the head of the Steward Department; In charge of the galley and assigned galley personnel. Responsible for overall operation of the mess with close attention to cost control and quality standards; is responsible for maintaining sanitary condition of all departmental spaces.

ESSENTIAL FUNCTIONS:

- Plans nutritional menus for all persons onboard; prepares, cooks, and serves high-quality meals, including freshly baked products, three times daily, and prepares night lunches.
- Maintains sufficient inventory of all food and linen supplies for the intended duration of the voyage.
- Prepares requisitions in a timely manner for the Master's approval and insures proper stock rotation when supplies are received.
- Is responsible for maintaining sanitary condition of all departmental spaces, including mess decks, storerooms, access trunks, ladders, freezers, and refrigeration compartments.
- Supervises a cook and mess attendant.
- Explains mess deck procedures to crew and shipboard parties, understanding the space limitations and the number of people requiring service.
- Prepares reports and performs other duties as required.

NON-ESSENTIAL FUNCTIONS:

As deemed necessary by supervisor

DESIRED EDUCATION & EXPERIENCE:

- Degree from an accredited culinary school and four years' sea duty with three years as Steward or Cook; in the absence of a formal degree, equivalent work experience.
- Prefer experience as Steward on a similar vessel.
- Requires a U.S. Coast Guard Merchant Mariner's credentials endorsed as a Food Handler.
- Candidates must have good personnel management and organizational skills, and proficiency in the use of computers for word-processing and inventory management.
- This person must be able to prepare a variety of quality meals under potentially adverse weather conditions, and demonstrate the ability to plan ahead.
- Steward must understand the relationship of all galley functions to the overall morale of the vessel.
- All unlicensed personnel must have all applicable training as required by the Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 95) and have Transportation Workers Identification Credential (TWIC) and hold an unexpired Passport.
- Must hold an Unexpired (STCW Expiration date) USCG med Certificate
- Must be able to pass a DOT Pre-Employment Drug Screen.

PHYSICAL REQUIREMENTS:

Essential Functions, Physical Capabilities/Requirements, and Working Conditions of all Marine Positions

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- All marine positions have essential functions that personnel must be able to perform, minimum physical capacities and requirements that all personnel must meet, and working conditions that may be considered hazardous.
- Essential Functions
- Work at least 8 hours per day and, at times in excess of 12 hours per day, 7 days per week.
- Work at sea for three to five months continuously.
- Live and work in cramped quarters, frequently in bad weather and with violent ship motion.
- Pass examinations for visual acuity, color sense, and hearing as established in Title 46 CFR Parts 10 and 12, and pass a physical evaluation as described in the enclosed Navigation and Vessel Inspection Articles 6-89.
- Climb steep and vertical ladders, and enter and exit compartments through hatches, doors, and sills up to two feet high.
- Participate in emergency drills and in launching lifeboats and life rafts.
- Perform physical labor, climb and handle moderate weights and equipment over 50 pounds.

Physical Capability	Example of Essential Function
Balance	Work in confined and unstable areas.
Bend, kneel, squat	Clean, maintain, and inspect equipment.
Climb	Reach work areas, equipment and stores by ladder and stairs.
Crawl	Crawl through bilge pockets, and under ladders and winch beds.
Feel	Touch objects: where sight is limited.
Finger	Manipulate nuts, bolts, tools, and cleaning gear.
Handle	Handle equipment and stores with sure grip.
Hear, talk	Communicate with people.
Lift, carry	Load stores over 50 pounds.
Push, pull	Move equipment over 50 pounds.
Reach	Up, over, and under equipment and stores.
See	Read labels, menus, logs, charts, and gauges in poor lighting.
Sit	Operate crane, Avon, lifeboat, and life raft.
Stand	Work on equipment.
Walk	Perform rounds at sea.
Write	Maintain logs.
Work Condition	Example of Hazardous Area/Duty
Confined areas	Store rooms, engine spaces, and tanks
Potential allergens and irritants	Fuels, solvents, cleaners, dust, fumes, smoke, and gases
Adverse weather	On deck in rough seas during equipment maintenance
Extreme temperatures	On deck in tropics and high latitudes; in engine room
Potential hazards	Being at sea; slippery and uneven surfaces; moving parts and objects; climbing ladders; and working aloft
Noise	Constant and loud engine room noise, blowers, exhaust fans
Schedule	Protracted and irregular working hours
Vibrations	Ship's engines and chipping hammer

WHOI is a member of the Higher Education Recruitment Consortium (HERC). We are sensitive to the issues of dual career candidates and we will work with applicants to address them. Please visit [HERC](#) - for more information.

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WHOI is an Affirmative Action/Equal Opportunity Employer/Disabled/Veterans/M/F. We encourage Veterans and those with Disabilities to apply. Applications are reviewed confidentially. Applicants that require accommodation in the job application process are encouraged to contact us at (508) 289-2253 or email eeo@whoi.edu for assistance.