



**Employee:** \_\_\_\_\_

(Print)

**SONOCO Steward, Relief Steward or Cook**

Welcome to your new position on the SONOCO team. In order for you to be able to perform your new job, we have outlined critical training points below. Please be sure to ask any questions you may have on the position or its requirements.

<p><b>Job Description</b></p>	<ul style="list-style-type: none"> <li>* Prepares meals from a menu for crews ranging from 6 to 300 people.</li> <li>* Able to prepare all items from scratch. (both cooking and baking)</li> <li>* Is the on-site manager (varies by location) responsible for:               <ol style="list-style-type: none"> <li>1. All Administrative duties and reporting to the office</li> <li>2. The safe operations of the crew</li> <li>3. Customer Service</li> <li>4. Location Cleanliness</li> <li>5. Ordering Groceries, Supplies and Linen/Laundry (as needed/directed)</li> <li>6. Cost Control on Location</li> </ol> </li> </ul>
<p><b>Major Duties</b></p>	<ul style="list-style-type: none"> <li>* Directs SONOCO personnel in the daily performance of job duties.</li> <li>* Coordinator between SONOCO operations and customer operations.</li> </ul>
<p><b>Responsible for</b></p>	<ul style="list-style-type: none"> <li>* Preparation of Meals</li> <li>* Supervising/Cleaning of Galley, Quarters, Restrooms and Baths.</li> <li>* Unloading, rotating and proper storing of all groceries, supplies &amp; Linen.</li> <li>* Setting work schedules and assignments for current SONOCO crew.</li> <li>* Maintaining the SONOCO standards of service for:               <ol style="list-style-type: none"> <li>1. Food Service/Housekeeping Operations</li> <li>2. Safety (safety meetings and routine employee training/evaluations)</li> <li>3. Customer Service</li> </ol> </li> <li>* Accurate daily operating and safety paperwork (preparation and submittal)</li> <li>* Reporting any and all incidents, injuries, complaints and/or issues.</li> <li>* Monthly inventories.</li> </ul>
<p><b>Essential Functions</b></p>	<ul style="list-style-type: none"> <li>* Must have full lateral motion and flexibility of the back, shoulders, arms, wrist, hands, hips, and legs to push, pull, lift and carry groceries, supplies and linen from one location to another.</li> <li>* Must pass physical.</li> <li>* Must be able to lift 55 pounds</li> <li>* Must be able to stand and/or walk for extended periods.</li> <li>* Must be able to communicate with:               <ol style="list-style-type: none"> <li>1. SONOCO Customer (concerning daily operations and needs)</li> <li>2. SONOCO Employees (concerning jobs and task)</li> <li>3. SONOCO Supervisor(s)/Office (operations, safety, personnel)</li> </ol> </li> </ul>
<p><b>Other Functions</b></p>	<ul style="list-style-type: none"> <li>* May be called on by management to assist in other areas.</li> <li>* Subject to random Drug &amp; Alcohol testing.</li> <li>* Annual Medical Physical Required.</li> </ul>

Employees Initials for material on Page 1 \_\_\_\_\_

## SONOCO Steward, Relief Steward or Cook

Job Description page 2

Reporting Relationships	* Ranking SONOCO personnel on board (then) * Reports to Field Supervisors, Operations Management, Safety & Personnel Directors
Skills	* Good Communicator with Employees, Customer and Office Management * Cooking and scratch baking knowledge. * Menu Planning and nutritional knowledge * Food costing and inventory control knowledge.
Qualifications	* Food Service Background as determined by management. * Knowledge of full service menu and dietary/nutritional menu options. * Must be able to read, write and communicate. * Must be able to use basic math functions to follow recipes. * Must be able to understand and follow instructions.
Working Conditions	* 12 hour work days (overtime may be required on some jobs) * 14/14, 14/7 or 7/7 on/off rotation depending on assigned location.

## SONOCO Steward, Relief Steward or Cook

Job Analysis

Strength:	The amount of weight lifted and the % the weight is lifted during the work day 0-10 lbs.~45%    11-30 lbs.~30%    31-50 lbs.~15%    51-55 lbs.~10%																																																								
Action:	The position requires the use of the following actions as noted: N=Never    O=Occasionally (6-33%)    F=Frequent (34-66%)    C=Continuously (67-100%)  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">%</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">%</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">%</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">%</th> </tr> </thead> <tbody> <tr> <td>Sitting</td> <td>N</td> <td>Kneeling</td> <td>O</td> <td>Tasting</td> <td>N</td> <td>Pushing</td> <td>O</td> </tr> <tr> <td>Standing</td> <td>C</td> <td>Crouching</td> <td>O</td> <td>Smelling</td> <td>O</td> <td>Pulling</td> <td>O</td> </tr> <tr> <td>Walking</td> <td>C</td> <td>Crawling</td> <td>O</td> <td>Vision</td> <td>C</td> <td>Talking</td> <td>F</td> </tr> <tr> <td>Climbing</td> <td>F</td> <td>Reaching</td> <td>C</td> <td>Depth</td> <td></td> <td>Hearing</td> <td>C</td> </tr> <tr> <td>Lifting</td> <td>C</td> <td>Handling</td> <td>C</td> <td>Percept.</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>Stooping</td> <td>O</td> <td>Feeling</td> <td>C</td> <td>Color Vision</td> <td>C</td> <td></td> <td></td> </tr> </tbody> </table>	Action	%	Action	%	Action	%	Action	%	Sitting	N	Kneeling	O	Tasting	N	Pushing	O	Standing	C	Crouching	O	Smelling	O	Pulling	O	Walking	C	Crawling	O	Vision	C	Talking	F	Climbing	F	Reaching	C	Depth		Hearing	C	Lifting	C	Handling	C	Percept.	C			Stooping	O	Feeling	C	Color Vision	C		
Action	%	Action	%	Action	%	Action	%																																																		
Sitting	N	Kneeling	O	Tasting	N	Pushing	O																																																		
Standing	C	Crouching	O	Smelling	O	Pulling	O																																																		
Walking	C	Crawling	O	Vision	C	Talking	F																																																		
Climbing	F	Reaching	C	Depth		Hearing	C																																																		
Lifting	C	Handling	C	Percept.	C																																																				
Stooping	O	Feeling	C	Color Vision	C																																																				
Hazards	Only specific hazards offshore workers are exposed to: Travel and offshore atmosphere.																																																								
Environmental Conditions	* Time spent: Inside galley/quarters= 97%    Outside galley/quarters= 3% * Exposed to Fumes, Dust, Gasses, Odors and Mist under and in normal concentrations as expected on an offshore platform/vessel location.																																																								
Machinery	BBQ Pits, Dishwasher, Knives, Meat Slicer, Stoves/Ovens, Deep Frier, Garbage Disposal, Meat Grinder, Steamer, any other equipment related to food service and housekeeping.																																																								

I, \_\_\_\_\_ have been provided my job description and have been trained accordingly to safely and efficiently perform my job and all associated task as a condition of employment with SONOCO. I meet the requirements for the position and have the knowledge, skills and abilities to perform the functions /duties of the position without restriction or modification.

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_