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(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.

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Job	* Prepares meals from a menu for crews ranging from 6 to 300 people.			
Description	* Able to prepare all items from scratch. (both cooking and baking)			
	* Is the on-site manager (varies by location) responsible for:			
	All Administrative duties and reporting to the office			
	2. The safe operations of the crew			
	3. Customer Service			
	4. Location Cleanliness			
	5. Ordering Groceries, Supplies and Linen/Laundry (as needed/directed)			
	6. Cost Control on Location			
Major	* Directs SONOCO personnel in the daily performance of job duties.			
Duties	* Coordinator between SONOCO operations and customer operations.			
Responsible	* Preperation of Meals			
for	* Supervising/Cleaning of Galley, Quarters, Restrooms and Baths.			
	* Unloading, rotating and proper storing of all groceries, supplies & Linen.			
	* Setting work schedules and assignments for current SONOCO crew.			
	* Maintaining the SONOCO standards of service for:			
	Food Service/Housekeeping Operations			
	Safety (safety meetings and routine employee training/evaluations)			
	3. Customer Service			
	* Accurate daily operating and safety paperwork (preperation and submittal)			
	* Reporting any and all incidents, injuries, complaints and/or issues.			
	* Monthly inventories.			
Essential	* Must have full lateral motion and flexibility of the back, shoulders, arms,			
Functions	wrist, hands, hips, and legs to push, pull, lift and carry groceries, supplies			
	and linen from one location to another.			
	* Must pass physical.			
	* Must be able to lift 55 pounds			
	* Must be able to stand and/or walk for extended periods.			
	* Must be able to communicate with:			
	SONOCO Customer (concerning daily operations and needs)			
	SONOCO Employees (concerning jobs and task)			
	3. SONOCO Supervisor(s)/Office (operations, safety, personnel)			
Other	*May be called on by management to assist in other areas.			
Functions	* Subject to random Drug & Alcohol testing.			
	* Annual Medical Physical Required.			

## SONOCO Steward, Relief Steward or Cook Job Description page 2

Reporting	* Ranking SONOCO personnel on board (then)		
Relationships	Relationships * 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	* 12 hour work days (overtime may be required on some jobs)		
Conditions	* 14/14, 14/7 or 7/7 on/off rotation depending on assigned location.		

## SONOCO Steward, Relief Steward or Cook Job Analysis

The amount of	of weight lifted and	the %	the weight is	s lifted	d during the	work day
	_		_		_	-
The position re	equires the use of	the fo	llowing action	ns as	noted:	
N=Never O=Oc	ccasionally (6-33%)	F=Fred	quent (34-66%)	C=C	ontinously (67-	100%)
A . (	/ A . (*	0/	A	0/	A	0/
Action %	<u>6 Action</u>	<u>%</u>	Action	<u>%</u>	Action	<u>%</u>
Sitting N	N Kneeling	g O	Tasting	Ν	Pushing	0
Standing C	C Crouchir	ıg O	Smelling	0	Pulling	0
Walking C	C Crawlino	9 0	Vision	С	Talking	F
Climbing F	F Reachin	g C	Depth		Hearing	С
Lifting (	C Handlin	g C	Percept	. C	_	
Stooping (	O Feeling	C	Color Vi	sion C	)	
Only specific haz	zards offshore workers	are ex	posed to: Trave	l and o	ffshore atmosp	here.
* Time spent:	Inside galley/qua	rters=	97% Out	side g	jalley/quartei	rs= 3%
* Exposed to F	Fumes, Dust, Gas	ses, O	dors and Mis	st und	er and in nor	mal
concentratio	ons as expected or	n an of	fshore platfo	rm/ve	ssel location	١.
BBQ Pits, Disl	hwasher, Knives,	Meat S	Slicer, Stoves	/Over	ns, Deep Frie	er,
Garbage Disposal, Meat Grinder, Steamer, any other equipment related to						
food service and housekeeping.						
	O-10 lbs.~45 The position of N=Never O=O  Action 9 Sitting N Standing Of Walking Climbing Lifting Stooping Only specific has * Time spent: * Exposed to concentration BBQ Pits, Dispersion of Carbage	O-10 lbs.~45% 11-30 lbs.~30 The position requires the use of N=Never O=Occasionally (6-33%)  Action % Action Sitting N Kneeling Standing C Crouching Walking C Crawling Climbing F Reaching Lifting C Handling Stooping O Feeling Only specific hazards offshore workers * Time spent: Inside galley/qua * Exposed to Fumes, Dust, Gas concentrations as expected or BBQ Pits, Dishwasher, Knives, I Garbage Disposal, Meat Grinde	O-10 lbs.~45% 11-30 lbs.~30%  The position requires the use of the fo N=Never O=Occasionally (6-33%) F=Fred Action % Action %  Sitting N Kneeling O Standing C Crouching O Walking C Crawling O Climbing F Reaching C Lifting C Handling C Stooping O Feeling C  Only specific hazards offshore workers are exited to Fumes, Dust, Gasses, O concentrations as expected on an of BBQ Pits, Dishwasher, Knives, Meat S Garbage Disposal, Meat Grinder, Steat	O-10 lbs.~45% 11-30 lbs.~30% 31-50 lbs.~  The position requires the use of the following action N=Never O=Occasionally (6-33%) F=Frequent (34-66%)  Action % Action % Action Sitting N Kneeling O Tasting Standing C Crouching O Smelling Walking C Crawling O Vision Climbing F Reaching C Depth Lifting C Handling C Percept Stooping O Feeling C Color Vision Only specific hazards offshore workers are exposed to: Trave * Time spent: Inside galley/quarters= 97% Out * Exposed to Fumes, Dust, Gasses, Odors and Misconcentrations as expected on an offshore platfo BBQ Pits, Dishwasher, Knives, Meat Slicer, Stoves Garbage Disposal, Meat Grinder, Steamer, any other	O-10 lbs.~45% 11-30 lbs.~30% 31-50 lbs.~15% The position requires the use of the following actions as N=Never O=Occasionally (6-33%) F=Frequent (34-66%) C=C  Action % Action % Action % Sitting N Kneeling O Tasting N Standing C Crouching O Smelling O Walking C Crawling O Vision C Climbing F Reaching C Depth Lifting C Handling C Percept. C Stooping O Feeling C Color Vision C Only specific hazards offshore workers are exposed to: Travel and o * Time spent: Inside galley/quarters= 97% Outside g * Exposed to Fumes, Dust, Gasses, Odors and Mist und concentrations as expected on an offshore platform/ve BBQ Pits, Dishwasher, Knives, Meat Slicer, Stoves/Over Garbage Disposal, Meat Grinder, Steamer, any other eq	Sitting N Kneeling O Tasting N Pushing Standing C Crouching O Smelling O Pulling Walking C Crawling O Vision C Talking Climbing F Reaching C Depth Hearing Lifting C Handling C Percept. C Stooping O Feeling C Color Vision C  Only specific hazards offshore workers are exposed to: Travel and offshore atmosp * Time spent: Inside galley/quarters= 97% Outside galley/quarter   * Exposed to Fumes, Dust, Gasses, Odors and Mist under and in nor concentrations as expected on an offshore platform/vessel location BBQ Pits, Dishwasher, Knives, Meat Slicer, Stoves/Ovens, Deep Frie Garbage Disposal, Meat Grinder, Steamer, any other equipment relations

	Garbage Disposal, Meat Grinder, Steamer, any other equipment related to ood service and housekeeping.
associated tas for the position	have been provided my job description trained accordingly to saftely and efficiently perform my job and all k as a condition of employment with SONOCO. I meet the requirements and have the knowledge, skills and abilities to perform the functions osition without restriction or modification.
Date:	Employee Signature: