

Job Class Profile: **Steward/Deckhand**

Pay Level: **CG-21** **Point Band:** **340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	4	3	1	1	2	1	6	
Points	93	33	25	14	30	22	41	21	64	343

JOB SUMMARY

The Steward/Deckhand performs steward functions and general seamen work aboard a passenger/vehicle ferry.

Key and Periodic Activities

- Assists the Marine Cook with the preparation and cooking of meals for vessel crew members.
- Serves meals to vessel crew members; cleans tables and washes dishes.
- Performs custodial and daily maintenance duties to ensure that all areas of the vessel (galley, crew quarters, passenger areas, washrooms, etc) are clean while at sea and in port.
- Performs general vessel maintenance; scrapes and paints vessel, as directed.
- Performs general seaman duties; assists with docking and mooring lines during vessel arrivals and departures.
- Participates in Boat and Fire Drills and other training, as required.

SKILL

Knowledge

General and Specific Knowledge:

- Meal preparation
- Galley guidelines
- Safe food handling practices
- Docking and mooring a vessel
- Marine vessel safety and emergency procedures
- Occupational Health and Safety Guidelines
- Cleaning solvents and tools

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Bridge Watch Certification; Radio Operators Certificate (ROC-MC); Marine First Aid Certificate; MED A1, B1 & B2; Passenger Safety Management and a valid Marine Medical Certificate.

Years of Experience:

- Minimum: Less than 1 year

Competencies:

- Follow basic instructions and work processes to assist with meal preparation and perform general seaman duties.
- Apply established techniques to the completion of all activities.
- Coordinate routine checks for various locations on the vessel to ensure they are clean for the general public and employees.
- Operate various types of galley equipment such as blender, commercial ovens, etc.

Interpersonal Skills

- A range of interpersonal skills are used including listening to information and asking questions to ensure understanding of job duties so that work is completed properly and in a timely manner.
- Communications typically occur within the immediate work area.
- The most significant contacts are with the Captain for final approval of all directions and orders on board the vessel; Mate (First Class) and Mate (Second Class) for direction and guidance while performing custodial and/or general seaman duties; and with the Marine Cook for direction related to all food preparation activities.

EFFORT**Physical Effort**

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Lifting or moving objects weighing less than 10 lbs. is a constant requirement and lifting or moving objects weighing 10 to 25 lbs. is performed on a regular basis. Examples include food items, cleaning supplies, mooring lines, etc.
- Work involves standing and/or walking constantly when performing food preparation duties; mopping; sweeping; and walking throughout the vessel (inside and outside) to monitor and ensure cleanliness of all areas of the vessel. Activities involving sitting or climbing are also performed. Work also involves working in awkward or cramped positions or body movements when performing steward and seaman work such as bending or kneeling when using ovens or assisting with docking the vessel.
- Manual or physical activities include using galley equipment in the preparation of meals, using gross motor skills in the performance of daily activities, and maintaining physical balance while performing duties during vessel operation/movement, particularly in adverse weather conditions and rough seas.

Concentration

- **Visual concentration or alertness** is required when preparing food to ensure adherence to health and safety standards; using sharp objects to cut and chop food; operating a variety of galley equipment and when performing inspections of all areas of the vessel to ensure it is maintained in a clean and safe manner for the passengers and crew.
- **Auditory concentration or strain** is experienced when working in a noisy environment and listening for food timers, emergency alarms, and instructions from supervisor.
- **Other sensory demands such as smell or taste** are important when preparing food to ensure there is no spoilage; to identify if food is burning or to identify other hazards such as

<p>gas or oil leaks that could indicate problems with the vessel.</p> <ul style="list-style-type: none"> — Alertness and concentration are required when performing repetitive tasks such as chopping and preparing ingredients for meals using sharp knives. — Higher than normal levels of attentiveness or alertness for the health and safety of others is required to ensure food is prepared in accordance with safe food handling practices and when tying on the lines when docking the vessel. — Time pressures and deadlines are experienced regularly to ensure that all food is prepared for the Cook so that the meal can be prepared to meet scheduled meal times. Interruptions and lack of control over work pace can occur with equipment malfunction; freight delays; and adverse weather conditions. — Exact results and precision are required to ensure that the correct amount of ingredients are prepared to prevent wastage and to make certain that a sufficient quantity of food is prepared for the crew.
Complexity
<ul style="list-style-type: none"> — Work involves performing steward functions and general seaman's work which involves tasks and activities that are different but allow for the use of similar skills and knowledge. — A typical challenge would be managing the conflicting priorities associated with performing steward and seaman duties, particularly when emergency situations arise. — Reference material to assist in addressing problems, challenges and issues include Transport Canada Regulations pertaining to the operation of marine vessels; galley guidelines; Occupational Health and Safety Regulations and advice and guidance from the Captain; Mate (First Class); Mate (Second Class) or the Marine Cook.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work is performed within a reasonable degree of independence, within a highly regulated environment, under the direction of the Marine Cook. — Supervisory approval is required for all deviations from assigned work.
Impact
<ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department, and on customers/general public as well as on resources such as equipment, finances, facilities, health and safety when food is prepared on schedule and in accordance with appropriate standards and guidelines; galley equipment is operated and maintained properly; daily maintenance activities are performed; and no safety hazards exist. — Mistakes or errors can result in delays in meal schedule; insufficient quantity of food; damage to galley equipment; health and safety issues if food is not prepared properly, vessel is not cleaned or if safety hazards, such as wet floors exist. — Work is reviewed through general observation of the supervisor and errors are typically identified and resolved within hours of problem identification.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff and are not required to provide development and

leadership to other employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as a hard hat, gloves and safety boots.
- The likelihood of injury or illness causing minor cuts, bruises, abrasions; fractures or partial disability is moderate. Total disability is limited.
- Exposed to unusual/distracting noise; dirt, dust, filth or garbage and bodily fluids and waste when performing cleaning activities; engine fumes; vibration when sailing; wet or slippery surfaces; sharp objects such as knives or other cooking implements; temperature extremes when working in the galley and rough seas and adverse weather conditions such as high winds or precipitation.