



Galliano Marine Service

Edison Chouest
Offshore

Job Descriptions and Organizational Charts

Vessel

Approved

GMS/JDO/VSL/2723

Cook/Galley-Hand

Minimum requirements: TWIC, MMC with Proper Credentials, MEDICAL CERTIFICATE, & GOVERNMENT CLEARANCE

Owner Human Resources Director
Approved By Brett Borne

Revision 00
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Responsibilities

- Prepares good nutritional foods for the crew, clients and employees of the company
- Report any shortcomings, inaccuracies or conflicts in any portion of the MS to the Master

Marine Functions

- Adhere to and comply with company policies, USCGT, and environmental regulations
- Works a rotation watch involving 12 hours in a 24 hour period with occasional hours not to exceed 14 consecutive hours
- May be concerned with only one phase of duties, as maintenance of ship's gear and decks or watch duties
- Participates in safety and rescue drills for emergency situations
- Provides and/or assist with training
- Performs any duty that may be required as part of training
- Plans menu and orders adequate stock all necessary galley provisions and keeps records and accounts, cuts meats, cooks foodstuff, bakes breads and pastries
- Maintains the galley and dining area, serves meals, loads and unloads groceries, washes dishes
- Assures the refrigeration equipment is kept at the correct temperature for the provisions
- Collects, dumps and clean garbage. Empties color coded receptacles for segregated garbage to the appropriate storage or processing location

Emergency Response Functions

- **Safety Sensitive Duties:** Include but are not limited to; directing and mustering passengers in emergencies, passing out lifejackets, controlling and operating lifesaving equipment, controlling and operating firefighting equipment
- **Safety Sensitive Position:** Is any position aboard a vessel that requires the person filling that position to perform on or more safety sensitive duties on either a routine or emergency only basis. Any person filling a safety sensitive position is subject to U.S Coast Guard drug & alcohol testing. All crew members are considered to be filling safety sensitive positions as well.
- Ensures first aid is provided to victims
- Launches life boat/ life rafts
- Firefighting and damage control
- Assist on deck for man overboard crisis

- Directed by the Master/Mate to take appropriate actions at the scene of any emergency

Security Functions

- Designated Security Duties

HSE Responsibilities

- Document and notify supervisor immediately of any accidents/illnesses/vessel incidents/near misses/etc.
- Participate and supervise the company's safety programs (i.e. Safety Observations, Toolbox Talks, Permit to Work, Near Miss, Risk Assessments, etc.)
- Utilize "Stop Work Authority" if any personal safety, environmental risk, property damage or company reputation are at risk
- Responsible for ensuring the maintenance and use of all necessary PPE
- Performs all duties while wearing protective equipment to include foul weather gear, PFD, gloves, boots, eye protection, hearing protection, etc.
- Responsible for ensuring and supervising the elimination of at-risk behaviors by reducing unsafe conditions and unsafe acts on and around the work site

Supervisory Functions

- Responsible for imparting knowledge about the specific features, characteristics, and procedures of the vessel operations to crew members and the orientation of all new personnel aboard the vessel
- Provide on-the-job training
- Ensures that he/she is capable of navigating through and communicating the requirements and contents of the MS to company representatives, regulatory personnel and vessel crew-members
- Perform any other additional duties that may be required or assigned
- Holds a valid license by the US Coast Guard

Physical Demands

- Required to be able to read and write in English, calculate, have estimation skills, possess good verbal presentation, and be able to communicate effectively
- Required to be able to tolerate repetitive and prolonged postures involving standing, sitting, twisting, squatting, kneeling, stooping, bending, pushing, pulling, stretching, reaching and reaching to full range from above head to the floor
- Required to be able to utilize good dexterity and frequently use one or two hands throughout the work period
- Required good balance/coordination when walking over uneven and/or slippery surfaces
- Required to have sufficient cardio-respiratory fitness to perform medium-heavy physical labor involving the ability to sit and/or stand for extended time frames, walk for prolonged periods, handle various tools, climb ladders, and climb stairwells
- Subject to adverse weather conditions including rough seas, cold, wet, elevated temperatures and humid conditions
- Required to be able to lift at least 100 pounds from floor to waist

- Required to be able to lift at least 75 pounds from floor to shoulder
- Required to be able to lift at least 25 pounds from floor to head
- Required to demonstrate 90 pounds of grip strength in dominate hand and 80 pounds in non-dominate hand
- Required to demonstrate physical demand requirements during initial pre-employment physical and any future physicals while employed
- Able to repeatedly walk the length of the vessel

General Physical Activities	Cook/Galley-hand
Standing	C
Sitting	O
Walking	C
Stooping	F
Kneeling	F
Squatting	C
Body Twisting	C
Crawling	O
Reaching	C
Lifting	F
Carrying	F
Pushing	F
Pulling	F
Climbing Ladders	O
Climbing Stairs	F
Balancing	C
Manual Dexterity	C
Writing	O
Sense of Touch/ Sense of Smell	C
Hearing > 10 ft. Range	C
Vision/ Depth Perception	C
Reading	O
Speaking Clearly	F
Lifting	
up to 10 lbs	C
11-25 lbs	C
26-50 lbs	O
51-100 lbs	O
>-100 lbs	O
Carrying	
up to 10 lbs	C

11-25 lbs	F
26-50 lbs	O
51-100 lbs	O
>-100 lbs	O
Pushing/ Pulling	
up to 10 lbs	C
11-25 lbs	F
26-50 lbs	O
51-100 lbs	O
>-100 lbs	O

Key:

O- Occasionally (less than 33% of work time)

F- Frequently (34-66% of work time)

C- Constantly (67%-100% of work time)

N- Not a significant part of the job

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.