

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Steward, Schooner Bowdoin

POSITION OVERVIEW

Employee reports to the Chief Mate or his designated subordinate. Employee prepares meals for crew and students at both our shore side facility and onboard vessel galley, provisions, and plans menu within budget constraints. Temporary position begins on May 1, 2018 and ends on August 31, 2018. Compensation: \$1095 semi-monthly. Meals provided while underway.

DUTIES

- Plan menu and drive Academy van to travel to purchase provisions.
- Manage galley budget using P-card and petty cash, with consistent and timely reconciliation.
- Oversee galley upkeep and food storage, ensuring proper sanitation.
- Prepare all meals (up to 3 per day) for students and crew, generally 17 people, occasionally more.
- Prepare meals shore side and in a galley with propane stove and ice box.
- Supervise student assistants in the galley.
- Deckhand responsibilities as required.
- May serve as a Maine Maritime Academy representative for enrolled students residing in the dormitory.
- Represent Maine Maritime Academy at all times as per policies.
- Serve as a role-model for students.
- This position requires flexibility to accommodate an irregular sailing schedule.
- The steward will be routinely asked to assist in vessel operation.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills and menu planning
- Ability to plan for provisioning within a budget
- Experience cooking for large groups
- Excellent sailing skills
- Ability to prioritize and handle multiple tasks simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff, and students
- Ability to work in a student-oriented training environment

- Ability to maintain composure in stressful situations
- Professional presentation, appearance and work ethic

REQUIREMENTS

- Food hygiene certificate preferred
- CPR, First Aid (included AED)
- Valid driver's license, clean record
- Minimum of 1 years' experience sailing on tallships preferred
- Budget management and reporting experience

SPECIAL REQUIREMENTS

- Current Drug-Free screening certificate
- Criminal Background check required
- Tobacco-Free workplace (including onboard vessels)
- Ability to enter Canada, and a current passport

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- Extended periods of time in galley of vessel.
- Frequent underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- This work includes sailing and maintenance work in outside areas, hot and cold weather, and exposure to elements such as the ocean, rain, salt spray, dirt, fumes, and loud noises.