



Employee: _____

(Print)

SONOCO Galley Hand / Utility Hand / BR Hand

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.

Job Description	<ul style="list-style-type: none"> * Maintains and cleans entire indoor facility. * Sweeps, mops, dust, garbage, dishes, laundry, assist with food prep. * Any other related task related to catering and housekeeping by supervisor. * Reports to the Steward, Relief Steward, Day Cook or Night Cook. * Entry level position.
Major Duties	<ul style="list-style-type: none"> * Catering, Housekeeping and Customer Service as trained/directed * Team Player concerning all work performed by SONOCO on location.
Responsible for	<ul style="list-style-type: none"> * Cleaning of Galley, Quarters, Restrooms and Baths. * Making beds, changing linen, maintaining living quarter cleanliness. * Assist in Galley as directed. (dishes, prep, steam lines, sandwiches) * Unloading, rotating and proper storing of all groceries, supplies & Linen. * Following of schedules and assignments from SONOCO Steward. * Maintaining the SONOCO standards of service for Housekeeping, Safety, Food Service and Customer Service. * Attending all safety meetings and emergency drills as advised/required * Reporting any and all incidents, injuries, complaints and/or concerns. * Washing, Drying and folding of daily laundry.
Essential Functions	<ul style="list-style-type: none"> * 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. * 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: <ol style="list-style-type: none"> 1. SONOCO Customer 2. SONOCO Employees 3. SONOCO Supervisor(s) and SONOCO Stewards.
Other Functions	<ul style="list-style-type: none"> * May be called on by management to assist in other areas. * Subject to random Drug & Alcohol testing. * Annual Medical Physical Required.
Reporting Relationships	<ul style="list-style-type: none"> * Reports and takes direction from Steward, Lead Cook or Night Cook (then) * Reports to Field Supervisors, Operations Management, Safety & Personnel Directors
Skills	<ul style="list-style-type: none"> * Good Communicator with Customer, Supervisor and fellow workers. * Safety Knowledge from training (chemicals, back safety, daily task hazards)

Employee Initials for materials on page 1 _____

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Job Description Page 2

Qualifications	<ul style="list-style-type: none"> * As determined by management. * Knowledge of full service catering operations from training * Must be able to read, write and communicate for safety reasons. * Must be able to use basic math functions to mix cleaning solutions. * Must be able to understand and follow instructions.
Working Conditions	<ul style="list-style-type: none"> * 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.

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Job Analysis

Strength:	The amount of weight lifted and the % the weight is lifted during the work day 0-10 lbs.~40% 11-30 lbs.~25% 31-50 lbs.~20% 51-55 lbs.~15%																																																								
Action:	<p>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%)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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		
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Hazards	Only specific hazards offshore workers are exposed to: Travel and offshore atmosphere.																																																								
Environmental Conditions	<ul style="list-style-type: none"> * 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	Dishwasher, Knives, Meat Slicer, Stoves/Ovens, Deep Frier, Chemicals, 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: _____