



Third Steward

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	23-824-01MP
Title, Series, Grade, (Code):	3 RD Steward WM-9969-28/29 (824)
Base Salary:	East: \$37,313 West: \$54,935 Per annum
Opening Date:	March 30, 2023 Closing Date: April 13, 2023
Location:	Military Sealift Command (MSC) Vessels Worldwide
Who May Apply:	Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees.
Duties:	<p>The 3rd Steward is directly responsible to the Chief Steward, Steward Cook for proper performance of preservation and cleaning duties in the dining areas and staterooms, bathrooms, passageways and common areas of the ship. The incumbent must have knowledge of all aspects of dining room service, including formal and informal settings; and cleaning and sanitation of dining and living areas. The incumbent will ensure continuing application of & compliance with Equal Employment Opportunity (EEO) laws, regulations and policies. The incumbent will also assist with the daily provisions on MSC civil service crewed ships.</p> <p>Primary Responsibility of the 3rd Steward is to provide oversight of hotel services, train and supervise Supply Utility Personnel assigned to clean rooms which includes but not limited to the changing of linen, cleaning of the bathroom, removal of room trash, sweeping and swabbing the decks, etc. Additionally, the 3rd Steward is responsible for the training of personnel assigned and the oversight of all common use areas delegated to MSC Food Service via the Memorandum of Agreement (MOA).</p> <p>Monitoring all dining areas (Crew, Chiefs, Officers, and Staff Officers when assigned) for the proper setup, breakdown, cleaning of tables, trash removal, deep sink operations, and replenishment of supplies. Monitor the operations of all sculleries onboard during the meals and ensure all machines are secured after each meal. Provide supervision on all Load-out of provisions, Transfer of provisions to another vessel, galley supplies, and daily breakout of food items. Requisition cleaning supplies and associated material required to accomplish daily sanitation requirements. Validate time and attendance of all Supply Utility Personnel. Document material condition of all areas assigned to MSC and provide the discrepancies to the</p>

	<p>Chief Steward or Steward Cook. Examples of discrepancies: lighting not working in stateroom #123 or Fan INOP in Stateroom. Train Supply Utility Personnel in the operation of waste management equipment when required and monitor all operations regarding waste as assigned to MSC Food Service.</p> <p>Monitor all serving lines during meal hours to ensure service items (flatware, silverware, glassware, etc.) are continually restocked. Musters assigned personnel to UNREP duties. Under the direction of the Chief Steward, trains Supply Utility Personnel to identify safety issues, monitor sanitation events, monitor inventory teams for storerooms and inspects food service and hotel spaces daily. Prepares spaces for the MSO monthly sanitation inspections.</p> <p>The 3rd Steward is responsible for preservation of the mess decks dining areas; standards of meal service; sanitation and cleanliness of all assigned spaces; afloat stateroom services; equipment safety and operations; and customer satisfaction.</p> <p>The 3rd Steward must adhere to all principles of safety, sanitation procedures, and standards of personal hygiene IAW TRI-Service Safety Regulations (NAVMED P-5010). The incumbent must be able to comprehend written and oral instructions as well as carry out orders, and relay oral and written instructions related to the ships duties and safety practices without more than normal supervision.</p> <p>Performs other duties as assigned.</p> <p>Everything in this Position Description is considered an essential function of this position.</p>
<p>Minimum Eligibility Requirements:</p>	<p>Must possess and maintain:</p> <ol style="list-style-type: none"> 1. USCG Merchant Mariner Credential (MMC) endorsed Ordinary Seaman, Wiper, and Stewards Department (FH) with a minimum of ten (10) months remaining from expiration date. 2. USCG Medical Certificate. <p>And</p> <ol style="list-style-type: none"> 3. Must have one of the following: <ol style="list-style-type: none"> a. Two years of MSC experience supervising personnel. <p>Or</p>

	<p>b. Documented U.S. military experience in a supply/culinary rating (E-5 or above).</p> <p>Or</p> <p>c. Two years documented Commercial or Government related Inventory Management/Housekeeping Management/Restaurant Management/Culinary experience supervising personnel.</p> <p>COPIES OF CERTIFICATES AND DOCUMENTS ARE NOT REQUIRED BUT ARE TO BE LISTED ON THE MSC PROMOTION APPLICATION FORM UNLESS DOCUMENTATION IS SUPPORTING COMMERCIAL EXPERIENCE OTHER THAN MILITARY SEALIFT COMMAND EXPERIENCE.</p>
<p>Evaluation Criteria:</p>	<p>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required knowledge, skills, and abilities listed below that are essential to perform the duties and responsibilities of the position for which applicants are being considered.</p> <ol style="list-style-type: none"> 1. Knowledge of housekeeping, janitorial, cleaning services and sanitation. 2. Knowledge of dining room service; formal and informal settings. 3. Knowledge of receipt, stow, issue/breakout and inventory processing for subsistence items and stock materials. 4. Ability to supervise and assess the work of others. <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p>Conditions of Employment:</p>	<ul style="list-style-type: none"> • All MSC Civil Service Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. As the laws for marijuana usage become legal for some states, it is still illegal at the Federal level and will have the same impact on suitability and security as it did before. In order to be permanently promoted for this position, the selectee must: <ul style="list-style-type: none"> • Meet the medical, dental, and mental requirements, • Successfully complete the training requirements,

	<ul style="list-style-type: none"> • Be clear of any adverse or disciplinary action, • Be able to obtain and maintain the appropriate security clearances, • Be ready, willing, and able to physically perform the duty of this position worldwide at all times, • Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and • Have overall "Good" or above evaluation ratings.
How to Apply:	<p>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time). MSC is not responsible for obtaining documents to include in your package.</p> <p>1. Application packages will not contain national security classified information. Inclusion of classified information is a security violation and WILL disqualify an application from consideration and appropriate administrative or disciplinary action, up to and including removal, WILL be taken. Depending on the severity of the security violation, it may be considered a violation of U.S. criminal law under United States Code Title 18 or Title 50, and appropriate action taken. Should there be a desire to include information that was cited in a Bravo Zulu message regarding performance, the applicant can cite the message DTG and include pertinent UNCLASSIFIED comments in their resume or elsewhere in the application. No change from previous guidance.</p> <p>2. In order to preclude any Privacy Act, HIPAA or other like violations, applications shall not include date of birth, full Social Security Number, references to religion, national origin, sex, race, etc., photographs, CD's, news clippings or medical information/records. With regard to news clippings, articles, or the like - if these documents contain information, experience or accomplishments that are in direct relation to the position that the applicant is applying for, he/she may reference them with a summarized explanatory note. Where and how to do that is left to the applicant's discretion. No change from previous guidance.</p> <p>3. Application packages are to be one-sided and shall not exceed 35 pages (evaluations are excluded from this page limitation). Application packages shall not be stapled, taped, spiral bound, or placed in three ring binders. A paper clip, binder clip, or folder is recommended. Standard business format and font, to the extent practicable (i.e. Courier New, 12 pitch), is recommended. Application packages that exceed the page limitation WILL NOT be considered. No change from previous guidance.</p>

4. As noted above, application packages **SHALL NOT** exceed 35 one-sided pages. The following documents are required and are to be packaged in the following order:

a. Completed MSC Promotion Application.

b. Resume. All resumes must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which applicants are being considered in order to receive maximum credit. Resumes shall include the following information:

(1) Full name.

(2) Highest CIVMAR permanent position held and inclusive dates.

(3) Relevant work experience within the last 5 years including paid and non paid public or private sector work experience related to the job for which applying.

(4) Colleges or universities name, city, and state (with zip code), major(s), type and year of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hour).

c. Summary of ship assignments including position held and dates assigned for at least the last five (5) years. However, if this information is already contained in the resume it is not necessary to duplicate it.

d. Job related training courses (list courses with title and date completed only). Do not submit copies of course completion certificates.

e. Job related honors, awards, and special accomplishments; for example, Military, Government, or recognized professional organizations related to the maritime field and performance awards (give date, type, and short synopsis of accomplishment but do not send documents).

f. Last five (5) years of evaluations signed by supervisory chain-of-command this can include MAP Evaluations. Note that MAP evaluations submitted will be used to validate the HRMS database and will be extracted from the "package" once the MAP HRMS data is identified. Evaluations do not count against the 35 page limitation.

5. Except as otherwise stated in the advisory and the specific POA to which the applicant is responding, the

	<p>overall score will be reduced if the applicant fails to submit required information according to the instructions contained in the advisory or POA.</p> <p>6. Failure to submit required information to show that you meet the minimum qualifications as outlined in the POA will result in the applicant being found ineligible.</p> <p>7. All applications and supporting documents will become the property of MSC and will not be returned to the applicant once submitted. Applicants are encouraged to make copies prior to submission.</p> <p>8. Any questions may be directed to the MSC Employment Division via email at MSC_POAinbox@us.navy.mil. Inquiry responses will be provided within 2 business days.</p>
<p>How To Contact Us:</p>	<p>Completed application packages will be accepted via Regular mail, FedEx, Email, Fax, and hand-delivered.</p> <ul style="list-style-type: none"> • Mail completed packages to: Military Sealift Command Attn: Marine Employment Division N121 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-3094. • Email packages to: MSC_POAinbox@us.navy.mil. (Subject line of email should contain the announcement number and position title.) • Hand Deliver completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511
<p>NOTE:</p>	<p>FAILURE TO PROVIDE THE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</p> <p>Federal job applicants who make a false statement in any part of the application could be turned down for the job; fired after beginning work; or subject to fine, imprisonment (U.S. Code, title 18, section 1001), or other disciplinary action.</p>
<p>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</p>	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit http://www.msc.navy.mil/civmar/eo.htm for more information. The agency provides reasonable accommodation to applicants with disabilities, where appropriate. Determinations of whether an accommodation is appropriate shall be made by the agency as soon as practicable, after the initial application process and</p>

shall be made with regard to all applicable statutes and regulations. If assistance is required to complete the application process, interested applicants should send an email to MSC_POAInbox@us.navy.mil and/or refer to the "How to Apply" section of this announcement.



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