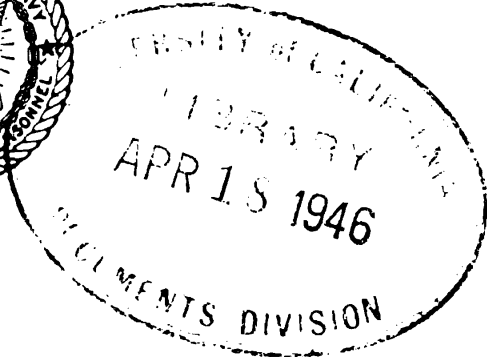


STEWARD'S MATES

Prepared By
Standards & Curriculum Division
Training
Bureau of Naval Personnel



NAVY TRAINING COURSES
EDITION OF 1946

United States
Government Printing Office
Washington, 1946

RECEIVED 10 31 46

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington 25, D. C. - Price 45 cents

Preface

This book has been written as a self-study guide in the training of Steward's Mates. It should also prove useful as a guide for officers working with Steward's Mates.

Beginning with a broad picture of the military duties of Steward's Mates, the book proceeds with a description of his special duties, uniforms, pay, and benefits. A sample weekly cleaning schedule is given along with a sample day's routine.

The importance of cleanliness is stressed.

A thorough discussion of stateroom work follows, including such matters as how to clean a room, make a bed, fold a coat, etc. Other sections show how to recognize officers' rank, and how to take care of officers' uniforms.

In presenting wardroom duties, the book instructs in the care of the wardroom, setting the table, seating officers and guests, serving, and clearing the table. The duties of Head Boy and Cigar Mess Boy are also covered.

The chapter on pantry duties explains the functions of Pantry Man, Pantry Boys, and Watch Boy. The book concludes with a consideration of food fundamentals which should be well known by all Steward's Mates.

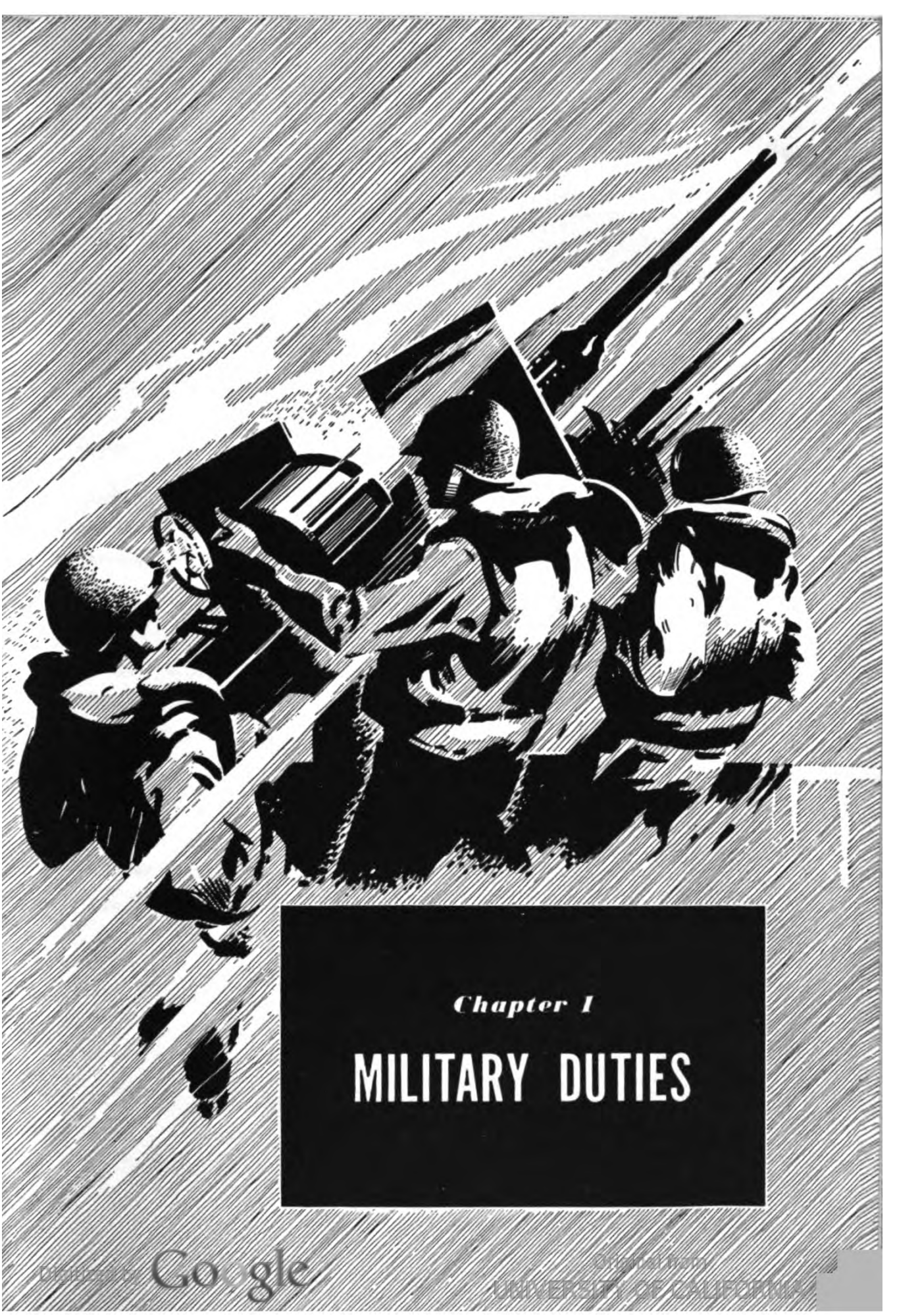
As one of the NAVY TRAINING COURSES, this book was prepared by the Training Courses Section of the Bureau of Naval Personnel in cooperation with naval establishments and personnel specially cognizant of the duties of Steward's Mates.

VC 353
A 32
1946

TABLE OF CONTENTS

	PAGE
Chapter 1	
MILITARY DUTIES	1
Chapter 2	
STEWARD'S MATE'S RATE	15
Chapter 3	
KEEPING CLEAN	27
Chapter 4	
STATEROOM DUTIES	41
Chapter 5	
OFFICERS' UNIFORMS	59
Chapter 6	
WARDROOM DUTIES	79
Chapter 7	
PANTRY DUTIES	129
Chapter 8	
FOOD FUNDAMENTALS	149
QUIZ	185
QUALIFICATIONS	204
INDEX.	205

M545194



Chapter 1

MILITARY DUTIES



THE STEWARD'S MATE HAS A FIGHTING JOB



At Pearl Harbor on 7 December 1941, Dorie Miller, StM 1c, operated a machine gun firing at enemy attacking aircraft. Miller was awarded the Navy Cross.

In enemy-controlled waters, Joseph Cross, StM 1c, served on four submarine patrols which sank or damaged many Japanese ships. Cross got the Navy and Marine Corps Medal.



On 7 April 1944, off the Marshall Islands, Ed King, StM 2c, nearly lost his life in attempting to save a drowning shipmate. King received the Navy and Marine Corps Medal.

BATTLE STATIONS! *The ship works as a team*

Remember—The man who pulls the trigger is only one member of the team which works together to keep that gun firing.



On a 20-mm anti-aircraft gun there is



A GUNNER



A TRUNNION OPERATOR

But the gun couldn't keep firing without



LOADERS



MEN IN CLIP ROOM

This 20-mm team has 6 men. Steward's Mates may be the entire gun crew from clip room to gunner. **YOU** may be on this team.

STEWARD'S MATES

*are manning these
battle stations*



CV

Director operator and the first loader on 40-mm gun.



BB

Gun crew for 40-mm gun. Ammunition handling room.



CA

Loader on 5"38 gun. Crew for 20-mm AA battery.



DD

Handling rooms for 5"38 guns. In 20-mm clip room.



DE

First loader on 3"50 gun. On crew for 20-mm AA gun.



YOUR battle station is listed on the Watch, Quarter and Station bill. Be sure you know where your battle station is.

CORRECTED TO: _____
(RATE)

BILLET NO.	ALLOWED RATE	NAME	ACTUAL RATE	BATTLE STATIONS						FLIGHT QUARTERS	DAMAGE CONTROL		FIRE
				CONDITION I	CONDITION I-E	CONDITION II	WATCH	CONDITION III	WATCH		CONDITION YOKE	CONDITION ZEBRA	
-3 401	ST 1/6	HUNTER R.S.		40 MM. MT #7									
-3 402	STM 1/6	SNIDER J.F.		#4 READY ROOM									
-3 403	STM 1/6	DYCK A.P.		TRANSFER RM 5/38 TWIN #7									
-3 404	STM 1/6	EMERT Y.D.		C-512-M									
-3 405	STM 1/6	SWENSON F.A.		TRANSFER RM 5/38 TWIN #7									

The WQS bill sets down your part in

THE "S" DIVISION

Your ship has several divisions which share the work. You are in the "S" division. This includes men in the stewards' branch, the commissary branch, and in the supply offices, storerooms, and ship's service activities.



STEWARD'S MATES



STEWARDS



COOKS



COMMISSARY STEWARDS



SHIP'S SERVICE MEN



STOREKEEPER

Each division has charge of cleaning assigned spaces and filling certain battle stations. The stewards' branch works in officers' country—that part of the ship where the officers eat and sleep.

AND STATION BILL

S - 3 DIVISION
 LT. (JG) R. L. POLLAK DIVISION OFFICER
 ENS. K. SUNDAY DIVISION J. O.
 CST. J. PATTERSON LEADING PETTY OFFICER

EMERGENCY AND SALVAGE DETAILS						BOARDING AND SALVAGE	FUEL SHIP		SPECIAL SEA DETAIL	CLEANING STATION	BERTHING LOCATION	BUNK NO.	LOCKER
COLLISION	ABANDON SHIP	SHIP'S SALVAGE	SCUTTLE SHIP	FIRE AND RESCUE	MAN-OVER BOARD		UNDER WAY	AT ANCHOR					
	PHASE III									OFFICERS' COUNTRY	A-421-L	10	10
	PHASE III									OFFICERS' COUNTRY	A-421-L	15	15
	PHASE III									OFFICERS' COUNTRY	A-421-L	1	1
	PHASE III									OFFICERS' COUNTRY	A-420-L	44	44
	PHASE III									OFFICERS' COUNTRY	A-420-L	50	50

the organization of the ship as a team

THESE SECTIONS OF THE WQS BILL TELL YOU

BATTLE STATIONS		
CONDITION I	CONDITION I-E	CONDITION II
40 MM. MT. #7		
#4 READY ROOM		
TRANSFER RM. 5/38 TWIN #7		
C-512-M		
TRANSFER RM. 5/38 TWIN #7		

Where you will find your battle station

EMERGENCY AND SALVAGE DETAIL			
RE	COLLISION	ABANDON SHIP	SEA
		PHASE III	
		PHASE III	
		PHASE III	
		PHASE III	
		PHASE III	

What your station is at general quarters

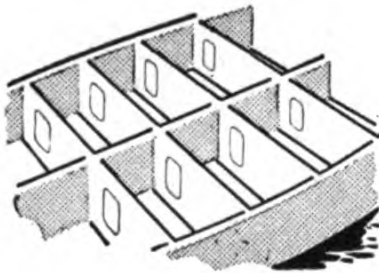
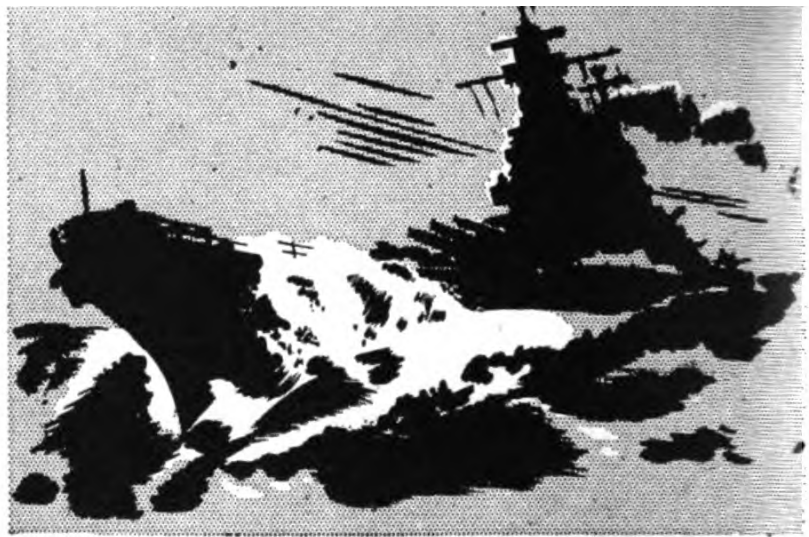
CLEANING STATION
OFFICERS' COUNTRY
OFFICERS' COUNTRY
OFFICERS' COUNTRY
OFFICERS' COUNTRY
OFFICERS' COUNTRY

Where you will find your cleaning station

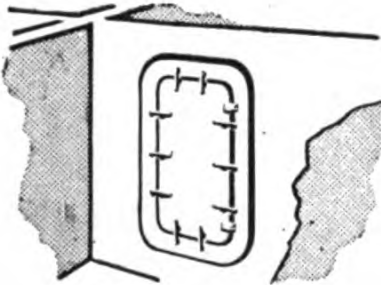
BERTHING LOCATION	BUNK NO.	LOCKER NO.
A-421-L	10	10
A-421-L	15	15
A-421-L	1	1
A-420-L	44	44
A-420-L	50	50

Where you will find your living quarters

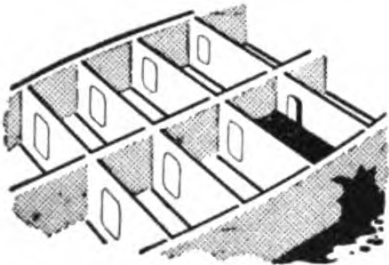
WHAT IS WATER-TIGHT INTEGRITY?



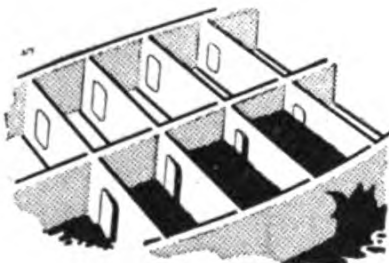
Your ship is divided into spaces or *compartments*. These compartments are connected by *water-tight doors*.



This is a *water-tight door*. If it is closed properly it will keep out all water and your ship will have *water-tight integrity*.



This is *water-tight integrity*. Suppose your ship gets a hole in its side and water begins to pour in. Only one compartment will be flooded if *water-tight doors* have been closed properly.



Suppose your ship gets a hole in its side but *water-tight doors* have not been closed properly. Many compartments may be flooded—your ship may turn over and sink.

Why must a STEWARD'S MATE know about water-tight integrity?



So when you come to a water-tight door which is closed and should stay closed, you will not try to open it except on special orders.

So that you can report to the proper officer when you find that a water-tight door has not been closed in the right way.



So that in an emergency you would know how to close a water-tight door and then report your action promptly to the proper officer.



Emergencies may arise at any time. If you know how to close water-tight doors properly you might even save your ship from sinking.

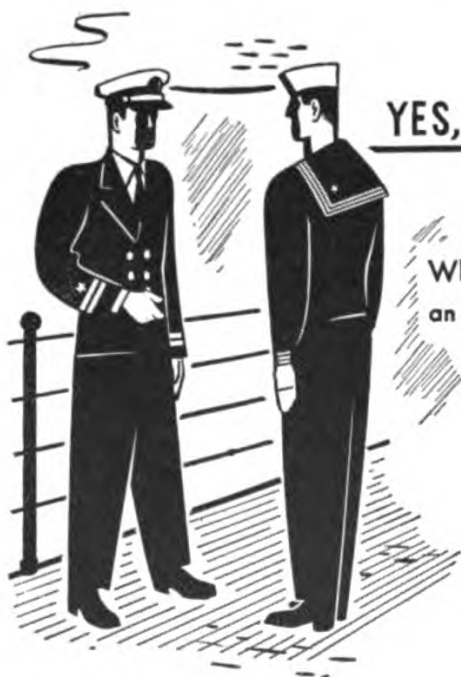


MILITARY COURTESY

*Every enlisted man
follows these rules*



When you talk with
an officer, stand
at attention



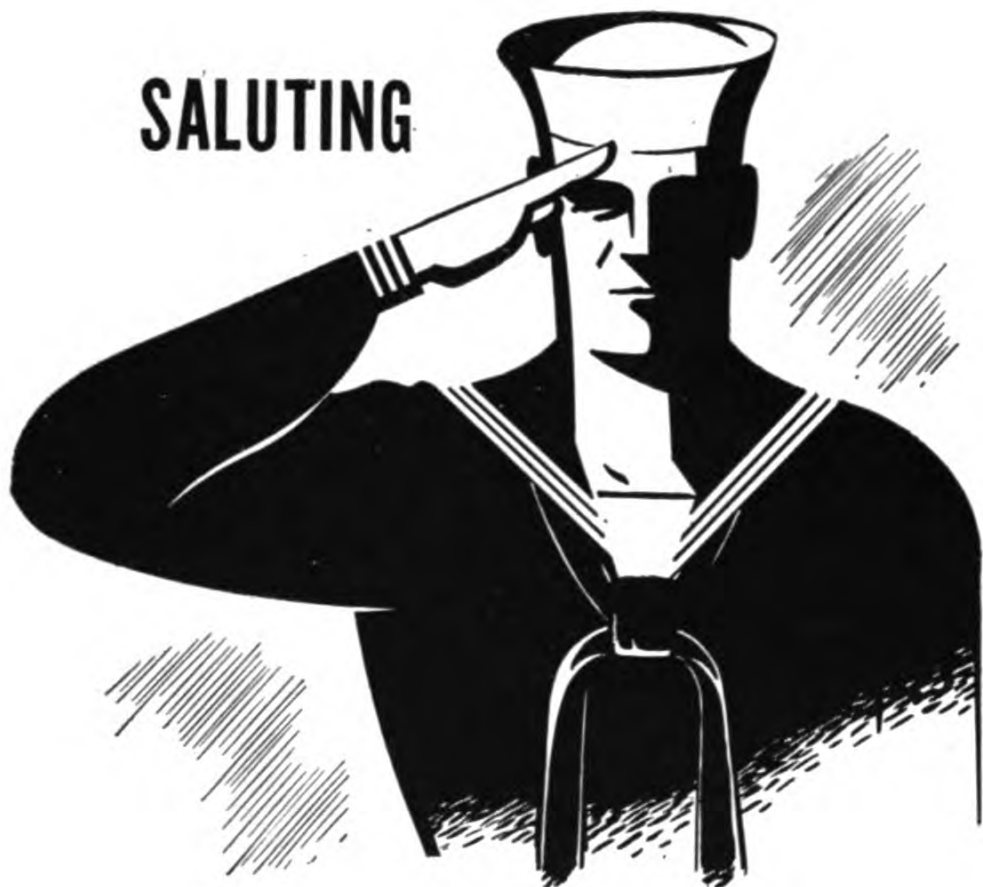
YES, SIR

When you talk with
an officer, always
say "Sir"



When you enter officers'
country, take off your
hat.

SALUTING



BE SURE YOU SALUTE PROPERLY



**When saluting the
American flag.**

**When boarding or
leaving the ship.**

**When reporting to
an officer.**



**When an officer
speaks to you.**

**When dismissed by
an officer.**

**When without a hat,
stand at attention in-
stead of saluting.**



Chapter 2

STEWARD'S MATE'S RATE

STEWARD'S MATES

*can become Stewards
or cooks*



THIS IS THE LINE OF PROMOTION



Steward's Mate, 3c



Steward's Mate, 2c



Steward's Mate, 1c

THE STEWARD'S MATE CAN STRIKE FOR STEWARD OR COOK



Steward, 3c
Cook, 3c



Steward, 2c
Cook, 2c



Steward, 1c
Cook, 1c



THE CHIEF IS TOP MAN

*You may become a Chief
Steward or a Chief Cook*

STEWARD'S BRANCH *wears these uniforms*

STEWARD'S MATES

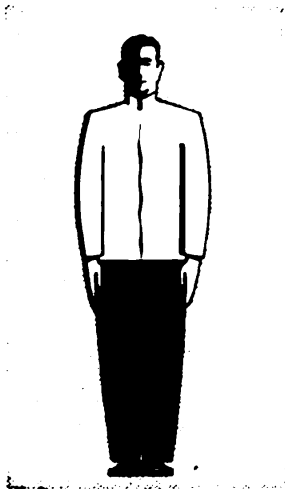


STEWARDS AND COOKS



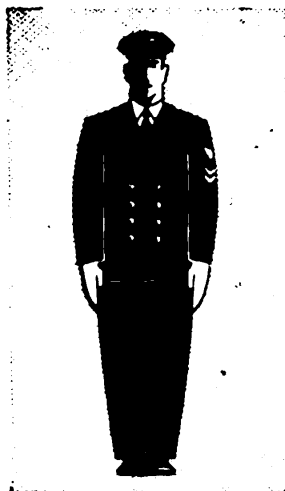
Three- or four-button blue coats may be worn.

THIS IS THE MONTHLY PAY YOU GET



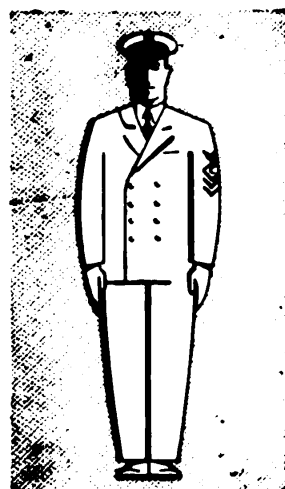
BASE PAY SEA PAY SUBMARINE PAY

50	60.00	90.00
54	64.80	97.20
66	79.20	118.80



BASE PAY SEA PAY SUBMARINE PAY

78	93.60	140.40
96	115.20	172.80
114	136.80	205.20



BASE PAY SEA PAY SUBMARINE PAY

126	151.20	226.80
138	165.60	248.40

YOU ALSO GET THIS MONEY

As a Steward's Mate

INITIAL CASH CLOTHING ALLOWANCE. When you first enlist you are credited with a \$143.20 allowance to pay for uniforms.

QUARTERLY MAINTENANCE ALLOWANCE. Every three months the Navy gives you \$12.00 to keep up your uniforms.



As a Steward or Cook

INITIAL CASH CLOTHING ALLOWANCE. When you get your rate as a Steward or as a Cook, the Navy gives you \$250 to pay for the new uniforms.

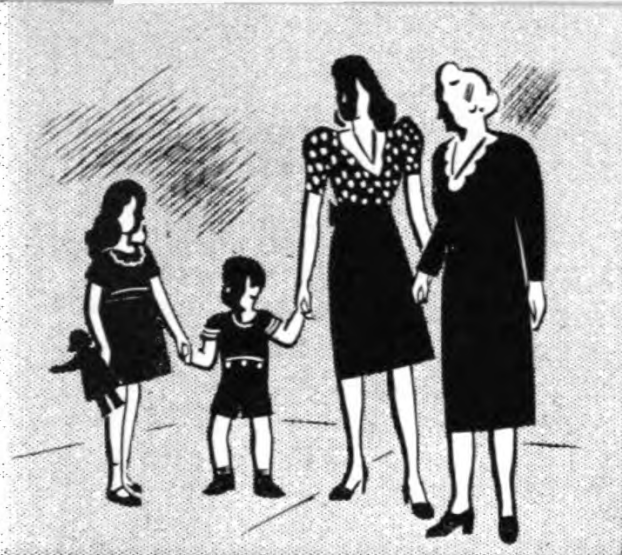
QUARTERLY MAINTENANCE ALLOWANCE. Every three months the Navy gives you \$20.00 to keep up your Steward's or your Cook's uniforms.



The longer you serve, the more you make

LONGEVITY

For every three years you are in the Navy you get 5% more on your base pay. This is called a FOGEY. Each hash mark represents 4 years of service. For his 12 years of service this chief gets 4 fogies.



YOUR FAMILY

is taken care of too!

FAMILY ALLOWANCE

The Navy sends money each month to your dependents. The amount varies according to the number and kind of dependents. Either \$22 or \$27 is taken out of your monthly pay to add to this allowance.



FREE MEDICAL BENEFITS

If your family gets sick, free doctor's care and free medicines are available at naval dispensaries. No deductions from your pay will be made for these services.



LIFE INSURANCE

You may take out National Service Life Insurance at low cost. The money to pay for this insurance is taken from your pay account each month.



WHERE DOES THE STEWARD'S MATE WORK?



IN ADMIRAL'S COUNTRY.

On a flag ship, you may be selected to serve the flag officer. Only a topnotch Steward's Mate can qualify.



IN CAPTAIN'S COUNTRY.

If you do an outstanding job, you may be chosen to work with the commanding officer. You can try for this job.



**I N E X E C U T I V E O F F I C E R ' S
Q U A R T E R S .** A Steward's Mate, usually the Head Boy, serves with the executive officer. You can try for this job.

IN OFFICERS' STATEROOMS.

Each Steward's Mate will be assigned to clean certain staterooms. You will do such things as make the bed, sweep the deck, and dust desks and shelves.



**I N W A R D R O O M A N D W A R R A N T
O F F I C E R S ' M E S S .** Most Steward's Mates work in the wardroom and the W.O.'s mess. Here you will wait on tables, set and clear tables and keep the room shipshape.



IN PANTRY AND GALLEY.

Steward's Mates also work in the pantry and galley. Preparing and serving food properly is important to the good health of your officers.



DUTIES OF THE STEWARD'S MATE

The work of your division has been split up to give every Steward's Mate a fair share of the job. You will take your turn at these jobs.



BATTLE STATION



STATEROOM BOY



WARDROOM BOY



**WATCH BOY
RELIEF BOY**



**PANTRY BOY
GALLEY BOY**



**CIGAR MESS
BOY**



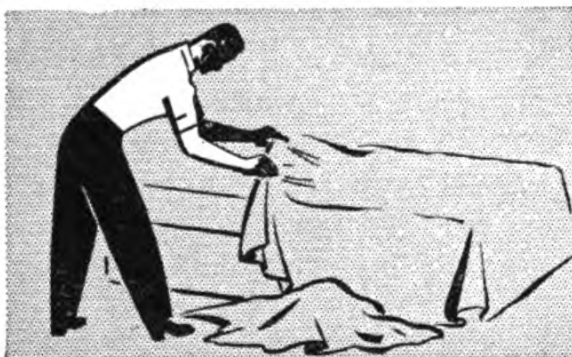
SAMPLE WEEKLY CLEANING SCHEDULE

*Your work schedule may
be like this . . .*



MONDAY

Scrub the deck and all the bulk-
heads in the officers' rooms.
Shine shoes for the officer



TUESDAY

Change linens and towels in
the morning. Count the dirty
linen and take to Head Boy.



WEDNESDAY

Scrub the deck and all bulk-
heads. Take officers' dirty
clothes to laundry. Shine shoes.

THURSDAY

Field Day in the galley. Begin Field Day in wardroom. Return officers' laundry to staterooms.



FRIDAY

Field Day in the wardroom and in the pantry. Change all towels in the officers' staterooms.



SATURDAY

Polish silver. Scrub decks and all the bulkheads in officers' rooms. Shine the officers' shoes.



SUNDAY

Sunday is your light day. Make up officers' beds. Tidy up rooms. Attend the church services.





A STEWARD'S MATE'S DAY

*when not on watch
or special duty*

MORNING

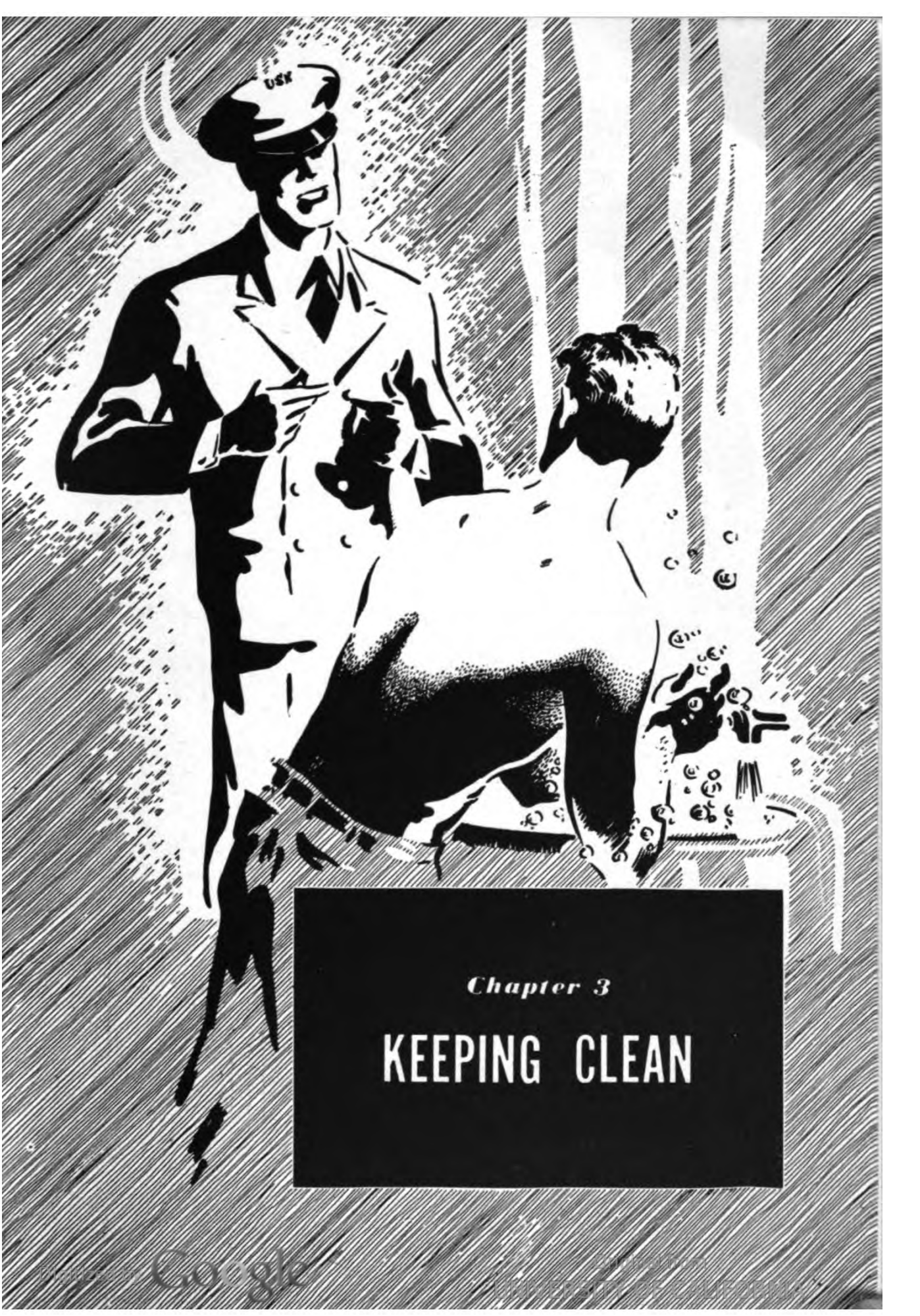
0530—0630	REVEILLE	Trice up your bunk. Clean up and get dressed.
0600—0630	YOUR BREAKFAST	You will eat breakfast before the officers do.
0630—0700	SET TABLES	Report to wardroom in clean jacket. Have tables set up before 0700.
0700—0830	BREAKFAST	All Steward's Mates serve the breakfast meal.
0830—1030	CLEAN ROOMS	Make up officers' rooms as soon as breakfast is finished.
1030—1130	YOUR LUNCH	You will eat your lunch before the officers eat.
1130—1200	SET TABLES	Tidy the wardroom and set tables for lunch.

AFTERNOON

1200—1300	LUNCH	All Steward's Mates serve the noon-day meal.
1300—1310	QUARTERS	All hands fall in at your quarters for muster.
1310—1530	CLEAN ROOMS	Finish cleaning officers' rooms and clean your own quarters.
1530—1700	HAPPY HOUR	Rest, haircuts, visit ship's store and fountain.
1700—1730	YOUR DINNER	You will eat your dinner before the officers eat.
1730—1830	SET TABLES	Tidy wardroom and set tables for the evening meal.

NIGHT

1830—1930	DINNER	All Steward's Mates serve dinner.
1930—2100	RECREATION	Movies.
2100	TAPS	Lights out.

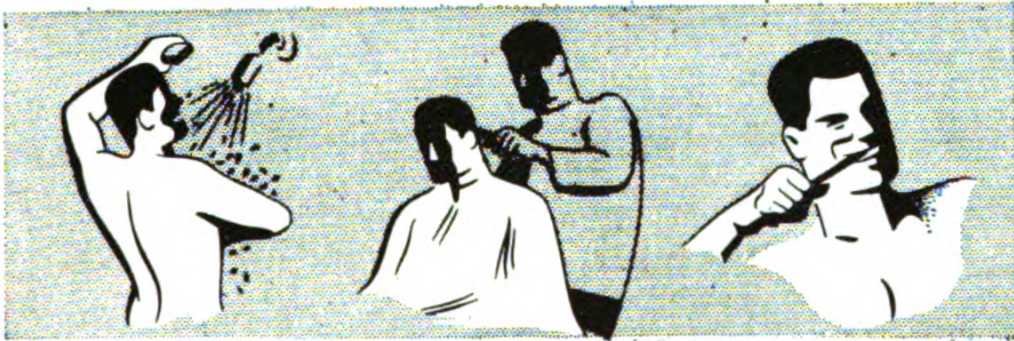


© 1954 by [unreadable]

Chapter 3
KEEPING CLEAN

7283

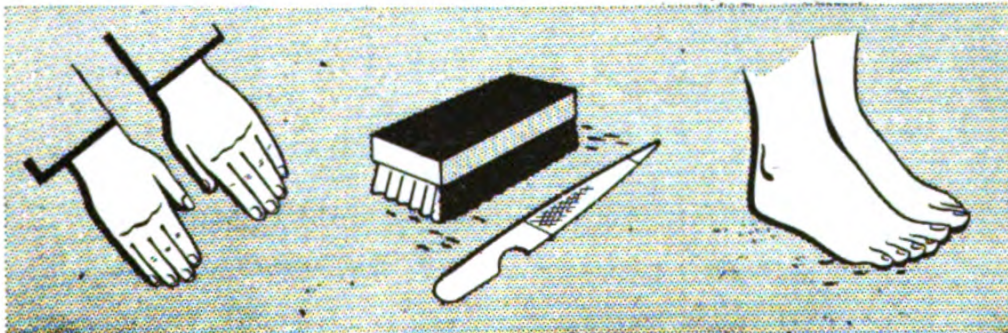
CLEAN UP!



**Bathe every day.
Don't waste water.**

**Get your hair
cut every week.**

**Clean your teeth
morning and night.**



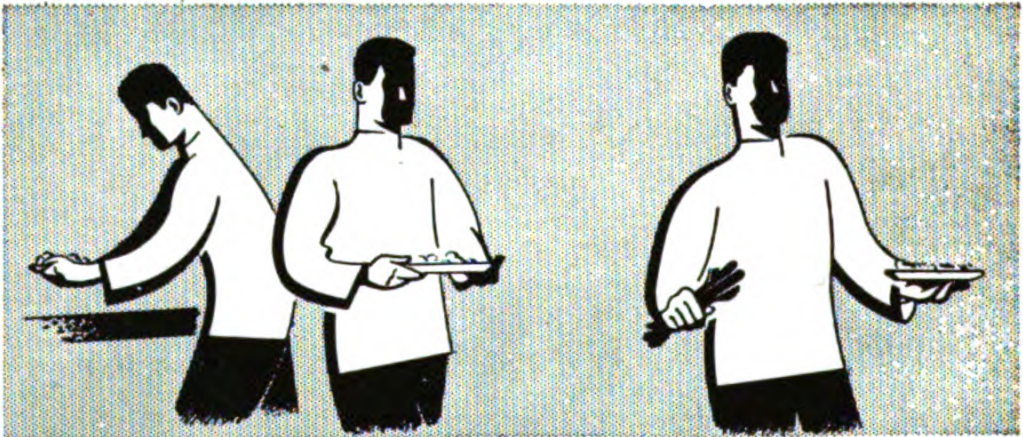
**Keep hands clean and
nails clean and short.**

**Use a hand brush
and a nail file.**

**Wash feet every day.
Keep nails cut short.**

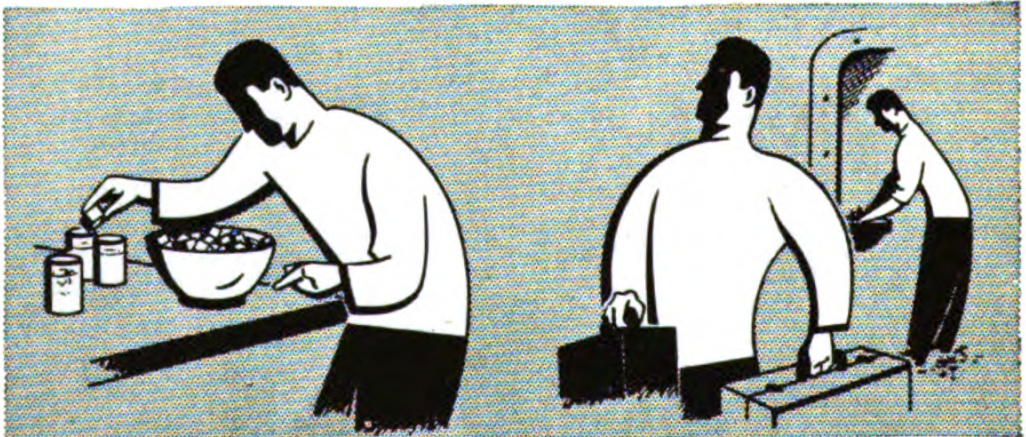


Always Wash Your
HANDS



Before preparing any food or serving food.

Before handling any dishes or silverware.



Before putting ice in any glass or service dish.

After handling luggage, shoes, and cleaning gear.

**Use soap and water. Then dry your hands on a clean hand towel.
Don't use a dish towel**

Prepare for
INSPECTIONS



APPEARANCE. Your division officer, the OOD, or the mess treasurer will inspect your appearance every day.

QUARTERS. The mess treasurer or medical department will inspect your living quarters at least once a day.



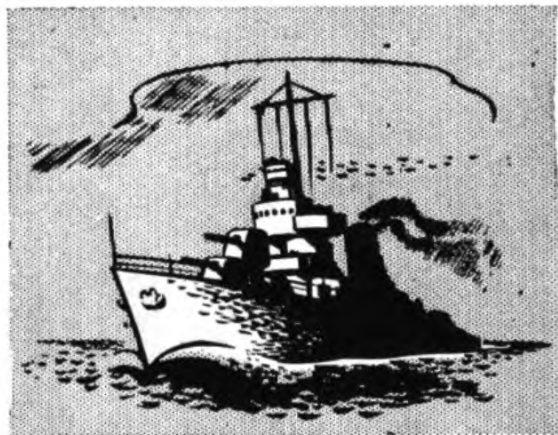
MEDICAL. The medical department will give you a thorough physical inspection once every week.

LOOK CLEAN AND NEAT. The stewards, the mess treasurer, and the mess caterer will be looking you over at all times.



A CLEAN SHIP

*is one that is clean
throughout*



CLEANING STATIONS . . . Each division must keep some part of the ship clean. All hands share the work. The ship works as a team.



THE ENGINE ROOM FORCE

cleans engines and engine room spaces. Oil, grease, and oil-soaked rags must be kept under strict control because of the great danger of fire.



THE DECK DIVISION

cleans topside, passageways, and ladders. Your commanding officer wants to keep the ship looking snappy and ship-shape at all times.

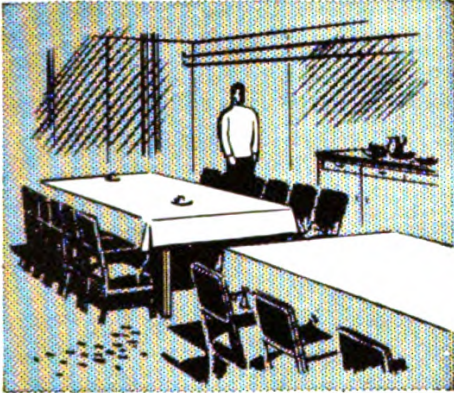


THE "S" DIVISION

cleans supply offices and storerooms used for stowing GSK items, spare parts, and other supply department stock. It cleans officers' country.

WHAT PART OF THE SHIP DO THE STEWARD'S MATES CLEAN?

Steward's Mates clean "officers' country"



WARDROOM



STATEROOM

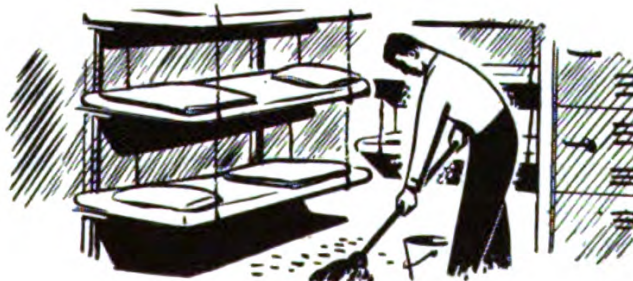


PANTRY



GALLEY

Steward's Mates also clean their own living quarters



MESS GEAR *is equipment used for preparing and serving food*



POTS AND PANS

In the galley you will find special pots and pans for preparing soups, for cooking meats and vegetables, for baking. In the pantry there are frying pans for breakfast eggs and warming pans to keep food hot until served.



RANGES AND STEAM TABLES

The large ranges are in the galley where most of the cooking is done for the ward-room and warrant officers' mess. Steam tables are used in the pantry to keep food hot until served. There is also a small range for the breakfast eggs and griddle cakes.



CHINAWARE AND SILVER

A large supply of these items is needed to serve the large numbers of officers now assigned to warships. China and silver may be difficult to replace so you should be careful in handling them. Breakage and loss can be cut by careful Steward's Mates.



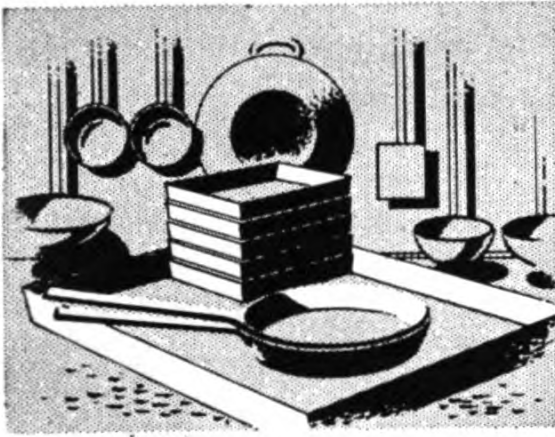
COFFEE MAKERS

There are several types of coffee makers used in the Navy—urns, vacuum silex type, percolators. Each kind requires special care so that you can make good coffee. Look up Chapter 8 of this book for directions.



TABLE CLOTHS AND NAPKINS

Laundering and replacements may be problems on your ship. Treat linen with care. Fold your table cloths instead of mussing them by rolling. Don't use the napkins as towels or cleaning cloths. Keep track of the napkins by using individual napkin rings.



MESS GEAR *must be kept clean*

FOR GOOD APPEARANCE

Food tastes better when it is served in clean dishes. Cup and saucers, water glasses, and silverware should be spotless. Clean napkins and table cloth improve appearance of table.



FOR GOOD HEALTH

Food prepared in dirty mess gear and served with dirty dishes and dirty silver may make the food taste bad. Worse than that, it may cause food poisoning. Keep mess gear clean!

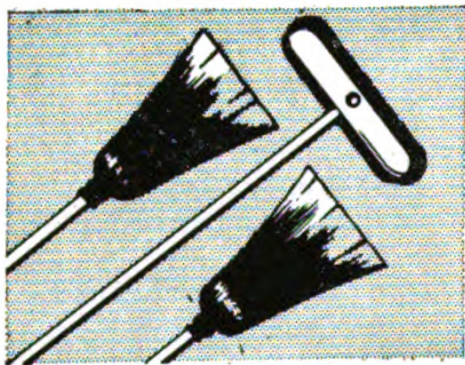


TO AVOID INSECTS

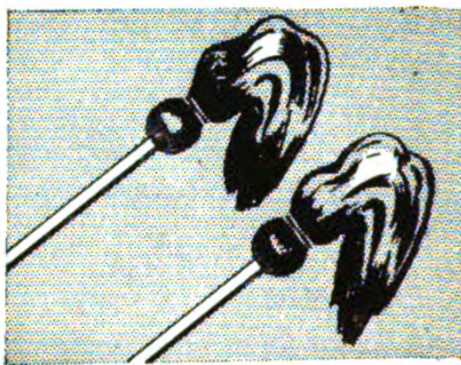
Cockroaches and other insects won't come around if mess gear, the galley, and pantry are kept clean at all times. The medical department will make regular inspections.



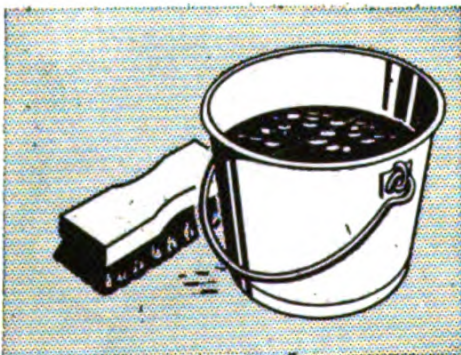
CLEANING GEAR *is equipment used in keeping
your ship clean.*



**STRAW BROOMS
BRUSH BROOMS**



**SWABS OR
MOPS**



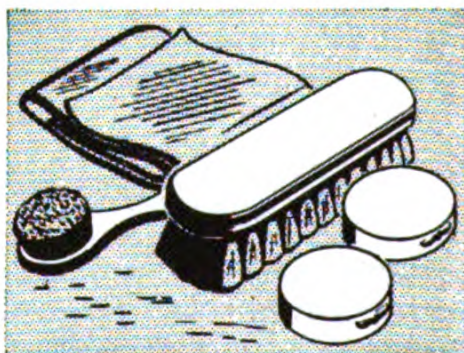
**SCRUBBING BRUSHES
AND BUCKETS**



**SILVER POLISH AND
CLEANING CLOTHS**



**DUST CLOTHS AND
CLEANING CLOTHS**



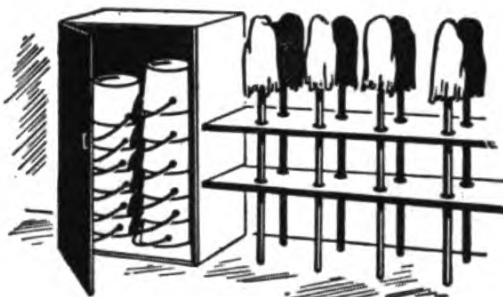
**SHOE CLOTHS AND
SHOE BRUSHES**

TAKE CARE *of your cleaning gear and you'll do a better job.*

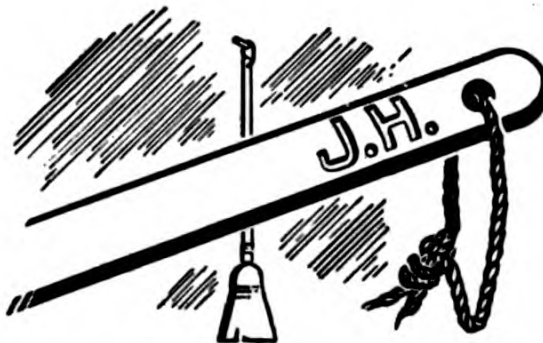
A special place has been set aside to stow your cleaning gear. Stow it there and you'll always know where to find it.



Keep your cleaning gear in a dry place. Keep it in the open air and sunshine when possible. Your ship may have outside stowage racks and gear lockers.



Mark your own cleaning gear so no one else can claim it. The handle is a good place to put yours initials for others to see.

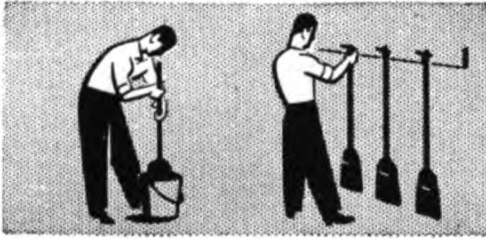


Never use a sour smelling or dirty swab. You can't do a shipshape job with dirty cleaning gear. Study pages 38 and 39.



CLEANING GEAR NEEDS

WASHING STRAW BROOMS



Plunge straw brooms up and down in a bucket of cold water.

Now hang the clean straw brooms in the sunshine to dry.

STOWING STRAW BROOMS



Drill hole in handle top. Tie on a short cord. Hang by this cord.

Don't stand a straw broom on the brush end—straw will warp.

HOW TO TAKE CARE OF DUST CLOTHS



Wash in soap suds.

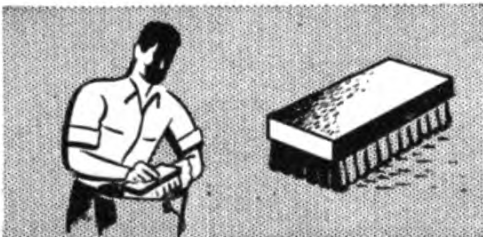


Rinse in clear water.



Dry in the sun.

SCRUBBING BRUSHES



Rinse scrubbing brush in clean water after you have finished using it.

Set on bristles to dry in sun. This keeps the bristles of the brush from rotting.

SHOE CLOTHS AND BRUSHES

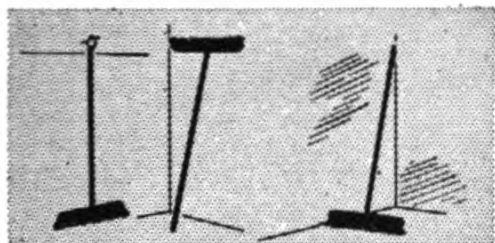


Don't use the black shoe cloth or black brush on officer's brown shoes.

Have separate shoe cloths and brushes for the brown and black shoes.

YOUR SPECIAL CARE!

STOWING BRUSH BROOMS



Do hang up a brush broom by a cord or stand broom on handle.

Don't stand a brush broom on its bristles — the bristles will warp.

WASHING SWABS



Rinse the swab carefully in a bucket of cold and clear water.

Squeeze out the swab and place it in the sun to dry. See below.

HOW TO PLACE A SWAB ON THE DECK TO DRY



Lift off deck.



Spin it.



Drop on deck.

HOW TO SWEETEN A SOUR SWAB



Rinse sour swab thoroughly in clean, cold water to remove loose dirt.

Put in a bucket with a weak lye solution or with suds. Turn on live steam.

Take the hot, soapy swab and rinse it in a bucket of clear, cold water.

Finally, spin the clean swab and drop it on the deck to dry in the sunshine.

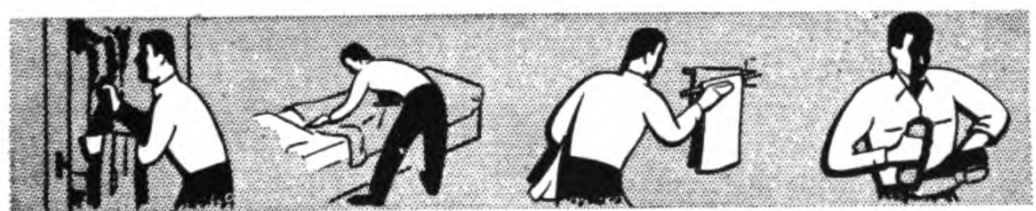


Chapter 4

STATEROOM DUTIES



**Daily care of a
STATEROOM**



Put uniforms and pajamas away as directed by officer.

Make officers' beds as shown on pages 49, 50, and 51.

Remove soiled towels. Put out clean towels as directed.

Clean and shine all the shoes as directed by your officers.



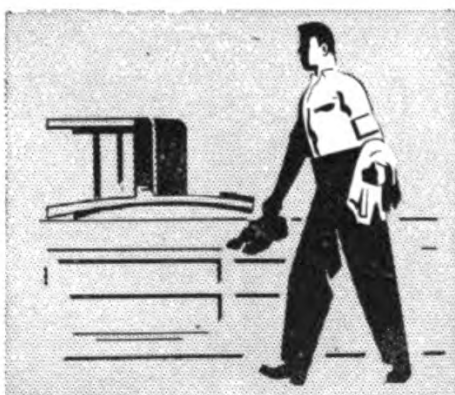
Empty the waste basket and ash-trays. Clean them every day.

Dust desks, chairs, shelves, and tops of clothes lockers carefully.

Sweep the deck. Be sure that you get the corners clean.

Clean mirror, wash basin, and soap dish. Shine nickel work.

HOW TO CLEAN A ROOM



Put chair on bed. Put away shoes and clothing.



First clean the corners and then the bulkheads.



Clean the deck. Use the method shown on page 45.



Dust shelves, ledges, desk and locker tops.

CAUTION: Put everything back where you found it!!

A CLEAN DECK IN FOUR STEPS



1. SWEEP THE DECK CAREFULLY.



2. SWAB WITH HOT SOAPY WATER.



3. SWAB WITH CLEAR HOT WATER.



4. DRY DECK WITH A CLEAN SWAB.

PERSONAL BELONGINGS *are private property. You don't want your letters or money touched by others—neither does the officer . . .*

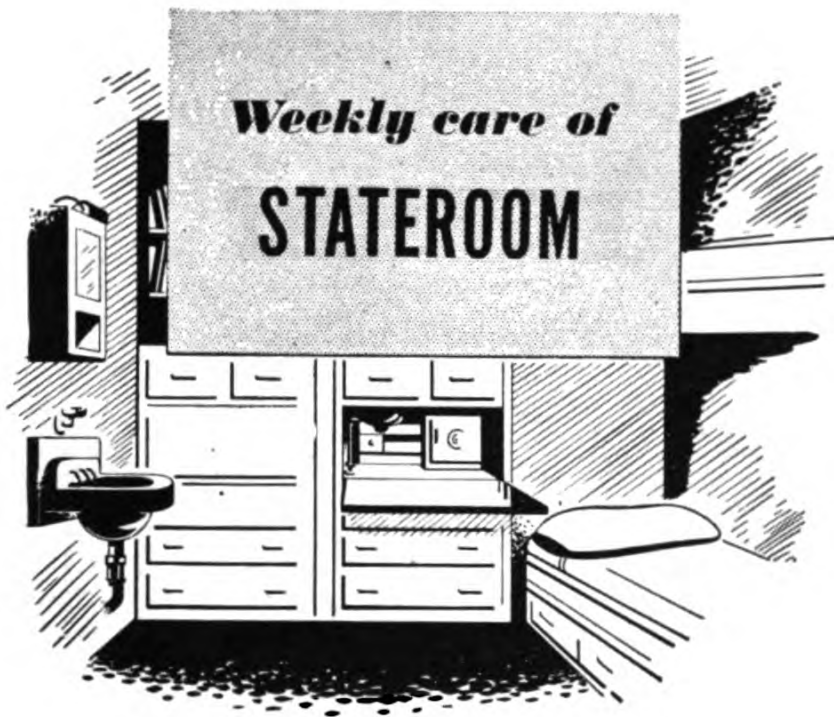


DON'T TAKE PAPERS unless they are in the wastebasket. Your officer may have official Navy papers or personal letters on his desk. You are trusted not to look at these papers and not to take them away when cleaning.



DON'T REMOVE MONEY or valuables which are left adrift by the officer. He may have been called away in a hurry and may have forgotten to take wallet, money, or his watch. You are trusted not to take valuables.

If papers, books, or valuables **MUST** be moved for dusting, put them back in the same place you found them.



Talk with the officer about your weekly cleaning schedule.

Change all bed linens. Clean dust from under bed springs.

Dust the state-room thoroughly. Get corners and ledges clean.

Polish carefully all brass and bright work. Make it shine!



Wash paintwork as directed. Follow method on page 48.

Sweep the state-room deck carefully. Then swab the deck.

Take soiled clothes to laundry and collect clean laundry.

Clean windows and ports. Clean the whole room thoroughly.



PAINTWORK *must be cleaned properly . . .*

DON'T *clean paintwork this way*



Don't use a damp rag and a bar of salt-water soap for washing paint.



Don't go around rubbing soap on the rag and then rubbing off the spots.



Salt-water soap eats paint coloring. It spoils outside coat and shine.

DO *clean paintwork this way*



Wash the paint with hot, soapy water. Be sure to use a clean rag.



Wipe off the paint with clear water. Leave the bulkhead clean.



Dry off the paint. Wring out cloth frequently for best results.

Use an even motion up and down the bulkhead.

HOW TO MAKE A BED



LOWER SHEET



Put the wider hem of sheet at the head of the bed.



Cover the mattress completely with the lower sheet.



Pull smooth by tucking under mattress all around.

TOP SHEET



Put the wider hem even with the head of the bed.

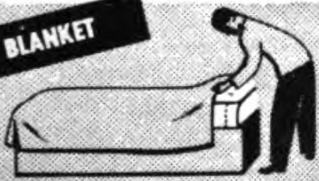


Tuck extra length under mattress at foot of bed.

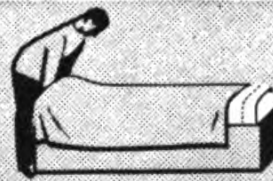


Tuck sides under mattress. Use square corners.

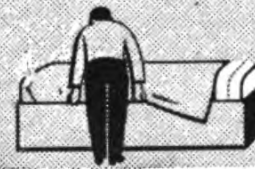
BLANKET



The blanket should go about half-way over the pillow.



Tuck extra length under mattress at the foot of the bed.



Tuck sides of blanket under the mattress. Use square corners.

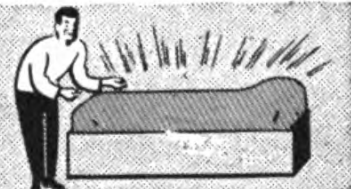
BEDSPREAD



Turn down top sheet over blanket. Place pillow at the head of the bed.



Place bedspread smoothly over bed. Do not tuck it under mattress.



A well-made bed is more comfortable for sleeping. Do a good job!



POINTERS ON BED MAKING



Do as your Steward tells you—he may have special orders for you.



Some officers like more blanket or sheet at head of bed—ask about it.



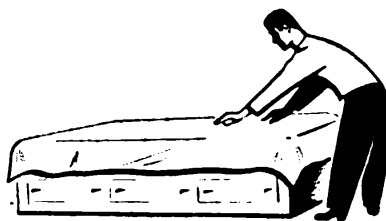
Fold extra blanket and place it at the foot of the bed.



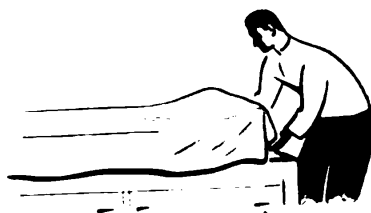
Turn down the bedspread and the sheet after dinner.

How to make a **SQUARE CORNER**

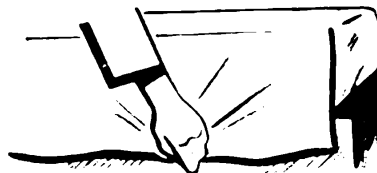
1. Place sheet over mattress so that the same amount of sheet hangs over each edge.



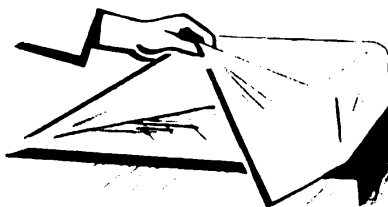
2. Now tuck the lower end of the sheet under the mattress at the foot of the bed.



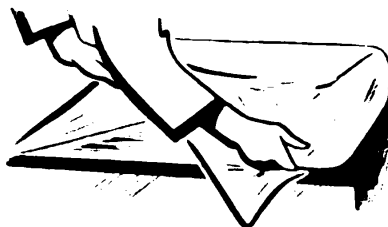
3. Take hold of the edge of the sheet about twelve inches from foot of mattress.



4. Lift the edge of the sheet with your left hand and place it on top of the bed.



5. Fold under foot of mattress the part of sheet hanging over edge at foot of bed.



6. Drop that part of the sheet which you placed on top of bed. Smooth out wrinkles.



7. Tuck far side of sheet under the mattress first. Covers can then be pulled tight.





Taking care of **OFFICERS' LAUNDRY**



Ask your officers about making out laundry lists. You will usually get this job.



Take all soiled laundry to the ship's laundry. Usually this will be once a week.



Get officers' clean laundry. The steward will tell you which is the proper day.



Spread the clean laundry on officers' bunks so they can count it and put it away.

BED LINENS AND TOWELS *must be* *changed regularly*



Look at cleaning schedule to see when to change sheets and pillow cases. Usually this is once a week.



Take all soiled sheets and all soiled pillow cases to the Steward who is in charge of the staterooms.



Draw your supply of clean sheets and clean pillow cases from the Steward in charge of the staterooms.



Look at cleaning schedule to see when to change towels. Usually this is twice a week.



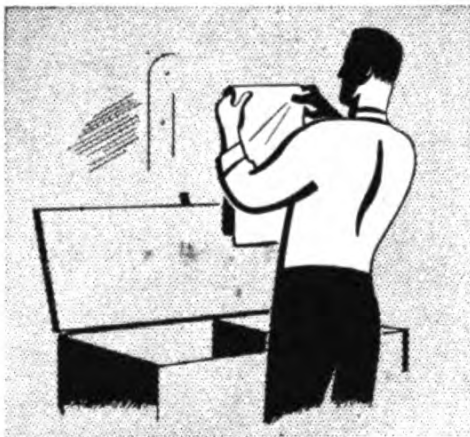
Gather up all dirty towels and take them to the Steward in charge of the staterooms.



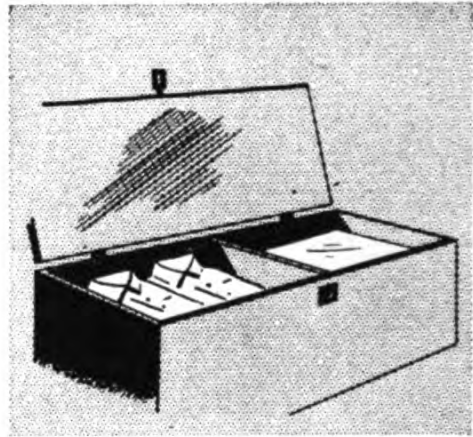
Draw your supply of clean towels from the Steward who is in charge of the staterooms.



PACKING AND



Fold the officer's clothing so that it will not be wrinkled when packed in the sea chest.



Pack all articles tightly so they will not shake about in the sea chest or the suitcase.

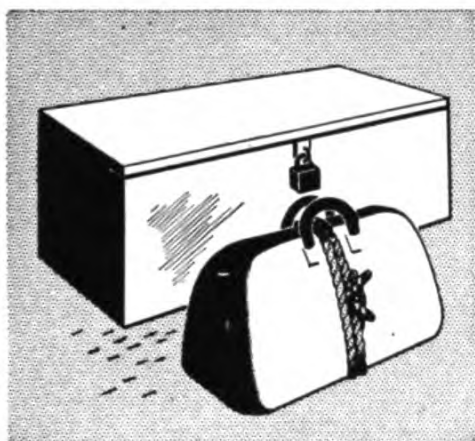


Pack all pictures which have glass frames carefully so that the glass will not be broken.



Don't pack a bottle of ink or any other fluid. The bottle might break and spoil clothing.

HANDLING OFFICERS' BAGGAGE



See that officer's sea chests or suitcases are locked properly. Rope them if necessary.



Have the officer mark his baggage with his name and address to which baggage is going.



Tell First Lt. or S.O. if officer has left his baggage without marking or addressing.



You will probably be called upon to help carry the officer's baggage on or off the ship.

HOW TO FOLD A COAT . . .

in three steps



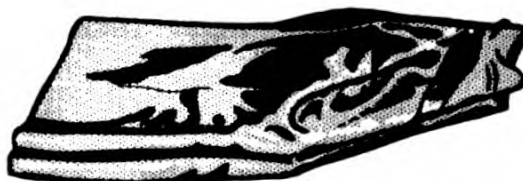
Coats are bulky and more difficult to pack than most articles of clothing. However, if you will follow these simple directions carefully, you should be able to fold a coat so there will be fewer wrinkles.



1. Spread out coat, lining down.
Turn up collar. Straighten sleeves.



2. Fold in each side to the center
seam.



3. Fold coat over once on center
seam.

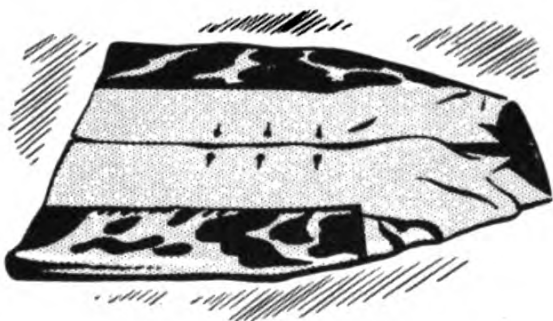
HOW TO FOLD A COAT . . .

to fit small spaces

**Spread out coat, lining down.
Fold back sleeves at elbow.**



**Fold in each side to the center
seam.**



**Fold coat over once on center
seam.**



Fold coat in half lengthwise.





Chapter 5

OFFICERS' UNIFORMS



BLUE UNIFORMS

*show rank on
sleeves*



**CHIEF
WARRANT**

ENSIGN

**LIEUTENANT
(JUNIOR GRADE)**

LIEUTENANT

**LIEUTENANT
COMMANDER**



COMMANDER

CAPTAIN



COMMODORE

**REAR
ADMIRAL**

**VICE
ADMIRAL**

ADMIRAL

**FLEET
ADMIRAL**

Cap covers may be blue or white depending on the season and the occasion.



**WHITE DRESS
UNIFORMS**

*use shoulder boards
to show rank*



Shoulder boards use gold braid. Buttons are gold.



**GRAY WORKING
UNIFORMS**

*use shoulder boards
to show rank*



**CHIEF
WARRANT**

ENSIGN

**LIEUTENANT
(JUNIOR GRADE)**

LIEUTENANT

**LIEUTENANT
COMMANDER**



COMMANDER

CAPTAIN



COMMODORE

**REAR
ADMIRAL**

**VICE
ADMIRAL**

ADMIRAL

**FLEET
ADMIRAL**

Shoulder boards have black braid. Buttons are black plastic. Pin-on devices are used on the shirt collar to show rank.



WORKING UNIFORMS

*may be worn without
the coat*



BRIDGE COATS

*will be worn in cold
weather*

CORPS DEVICES

You should be able to tell the difference between a LINE officer, a STAFF officer, and a WARRANT officer. Here's how you do it . . .



WHERE TO LOOK



Look at sleeves on officer's blue uniforms.



Look at shoulder boards on white uniforms.



Look at shoulder boards and collar devices on working uniforms.

LINE AND STAFF



LINE



MEDICAL



HOSPITAL



SUPPLY



CHAPLAIN



CHAPLAIN
(Jewish)



CIVIL ENGINEER



DENTAL

WARRANT OFFICERS



BOATSWAIN



GUNNER



TORPEDOMAN



ELECTRICIAN



RADIO
ELECTRICIAN



MACHINIST



CARPENTER



SHIP'S CLERK



AEROGRAPHER



PHOTOGRAPHER



PHARMACIST

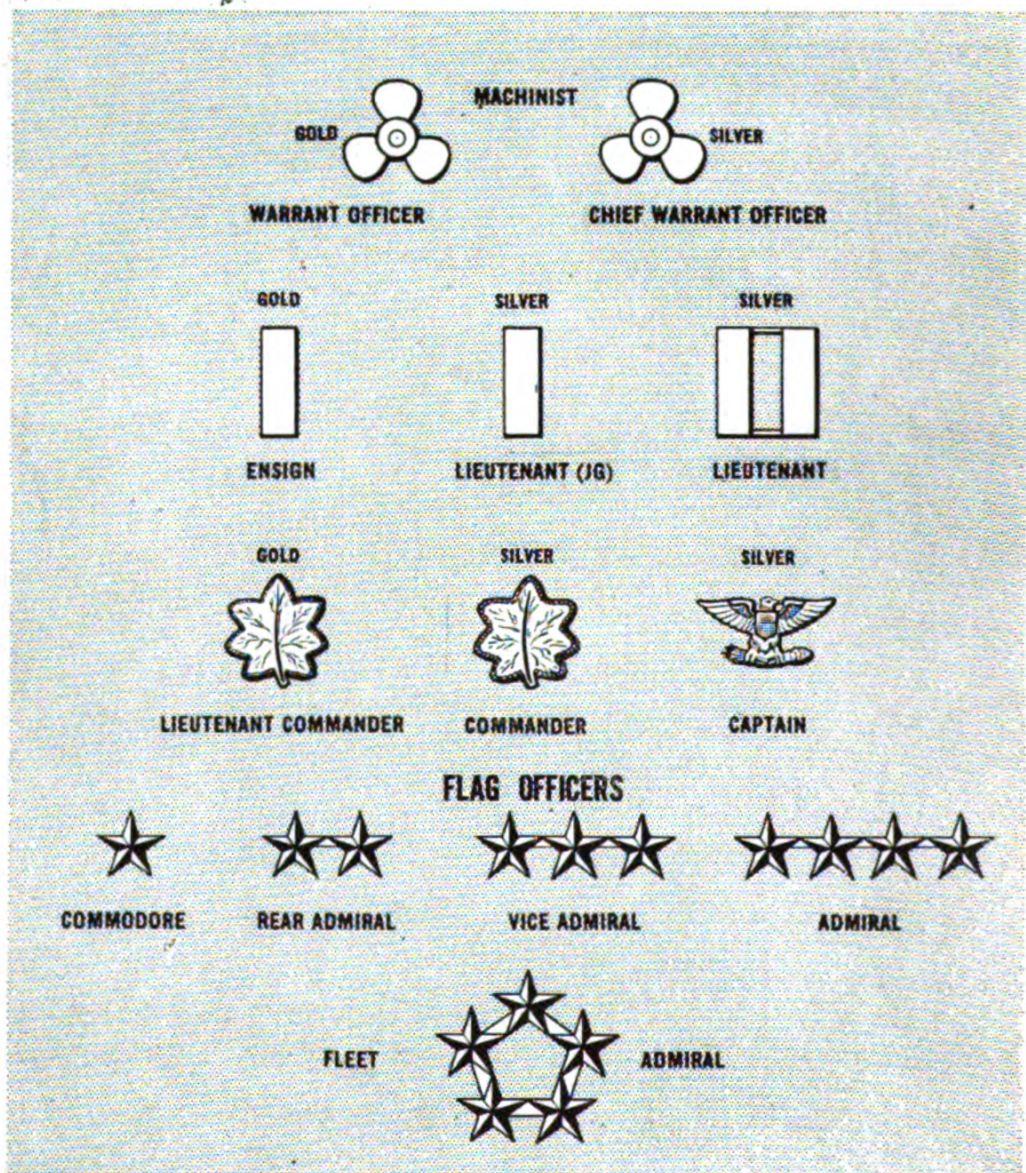


PAY CLERK



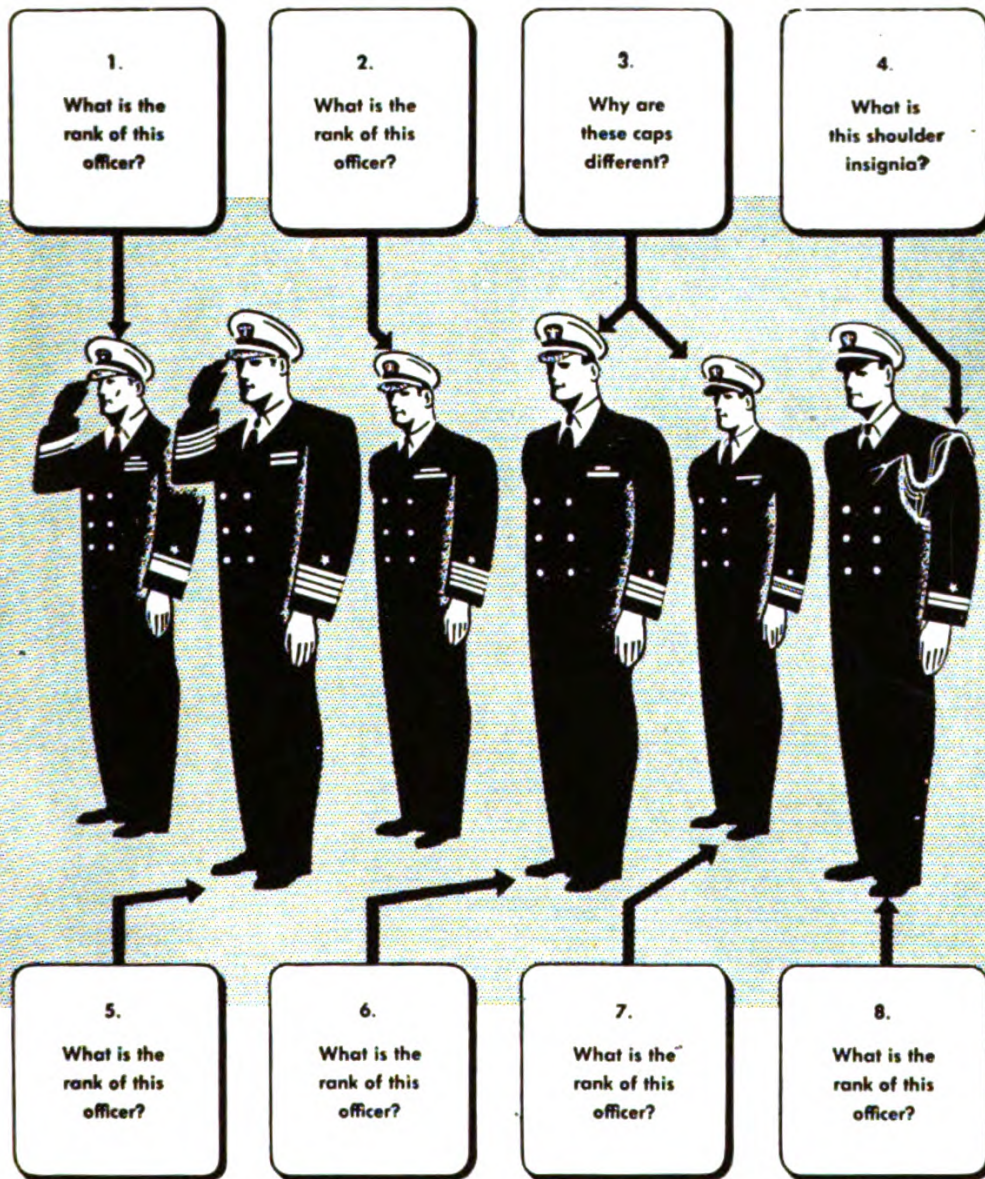
PIN-ON DEVICES

... for collars and
Garrison Caps



The officer wears collar pin-on devices with his working uniform to show his rank
The pin-on device is used also on the garrison or overseas cap.

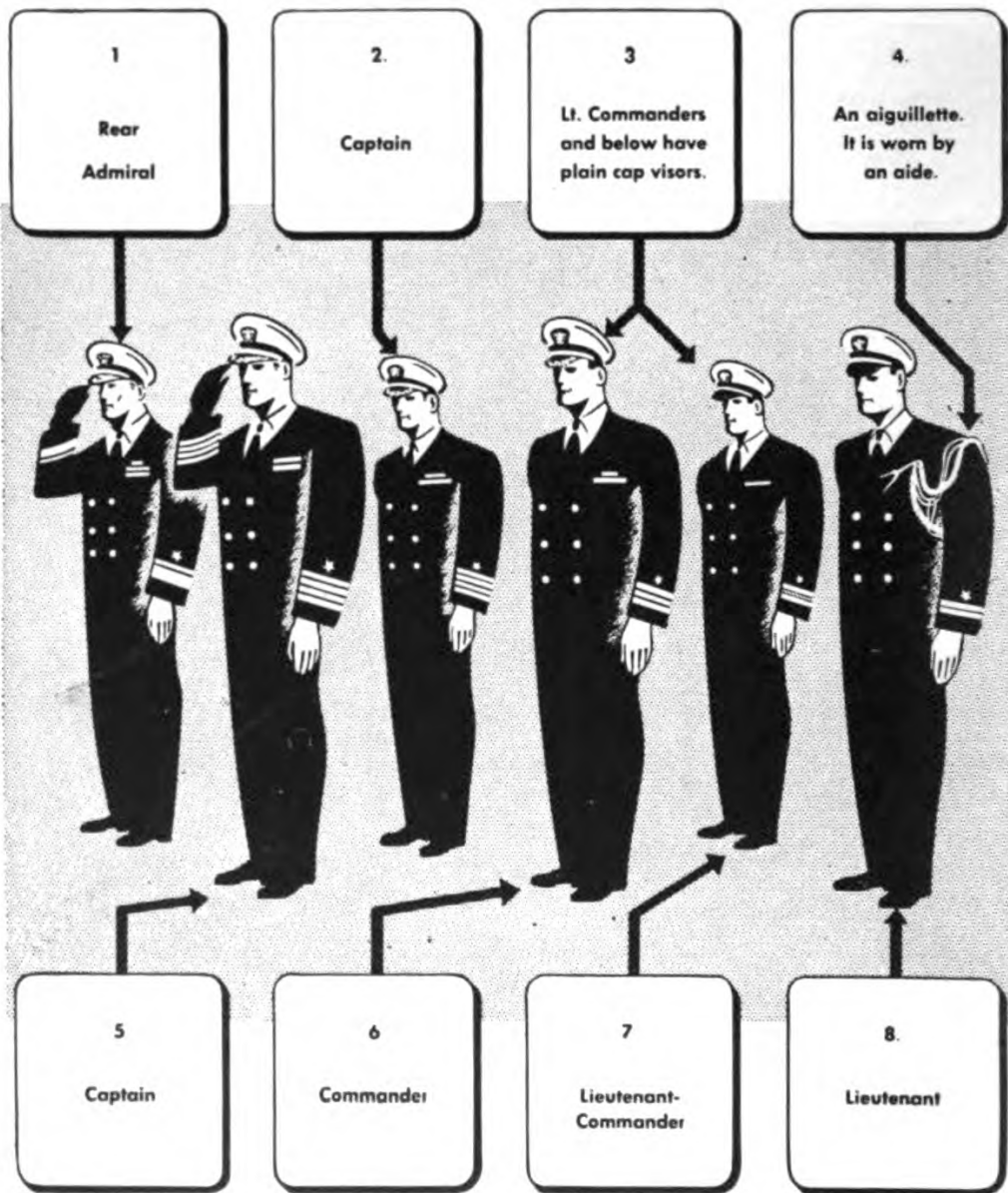
QUIZ ON RANKS *Here are the questions . . .*



9. Are these officers line or staff officers? How can you tell?
10. How many Captains are in this picture?
11. How many Lieutenants (junior grade)?
12. How many different ranks are shown?

FIRST TEST YOURSELF. THEN TURN OVER THIS PAGE FOR ANSWERS.

QUIZ ON RANKS *Here are the answers*



9. All are line officers—notice the star.

10. One

11. None

12. Five

PRACTICE UNTIL YOU ARE ABLE TO RECOGNIZE RANKS ON SIGHT



CLEANING AND CARE *of officers' clothes*

ASK THE OFFICER BEFORE YOU TOUCH HIS CLOTHES.

Clean officer's shoes when he sets them out or according to the posted schedule. Dry white shoes in sunshine or by fan.



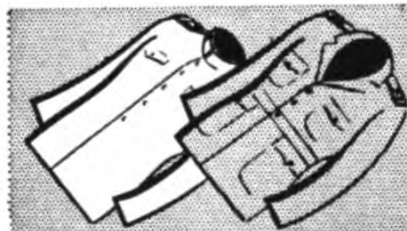
Polish brass buttons on coats and caps. NEVER polish buttons unless officer tells you to do it. Gold plating may come off.



Take the officer's blue uniforms to the ship's tailor. You will be asking for trouble if you try to clean these uniforms.



Take the officer's gray or khaki working uniforms and white uniforms to laundry. The uniforms can be washed and ironed.



Take white cap covers to the ship's laundry to be cleaned. If not dried over a block of the correct size, cap covers will shrink.





REMOVING SPOTS

Don't do these things unless the officer asks you to do them

REMOVING OIL OR GREASE FROM BLUE UNIFORMS



Soak a piece of cloth in cleaning fluid. Use carbon tetrachloride, petroleum benzene, or benzol.

Now rub the spot briskly. Rub a little way beyond the spot so there won't be any mark left.

The stain will be washed out. No rinsing is needed because cleaning fluid evaporates rapidly.

REMOVING BLOOD STAINS

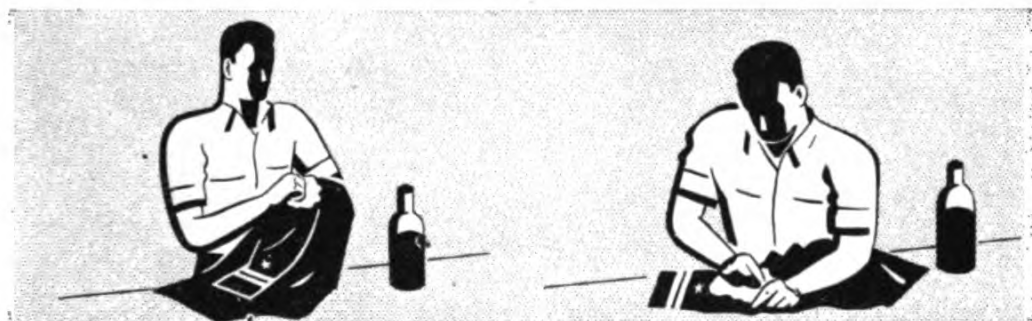


Soak the stained material in clean, cold water for one hour.

Rub stained part briskly between your hands to break up the spot.

For old, hard stains, apply solution of cold water and ammonia.

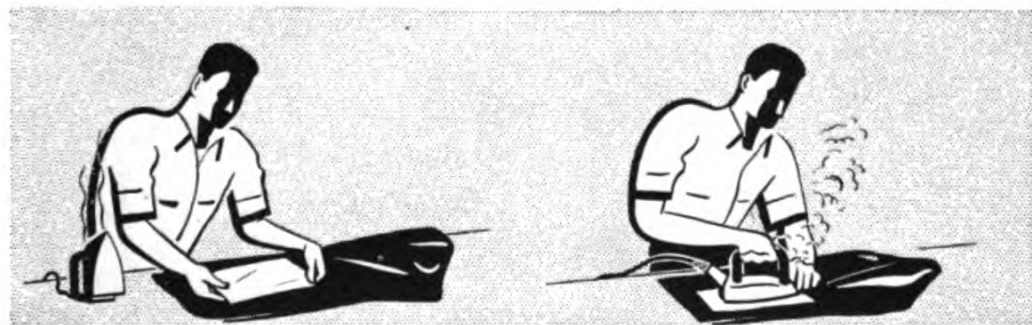
REMOVING PAINT STAINS



FRESH STAINS — Rub stain briskly with piece of cloth soaked in carbon tetrachloride or benzol.

OLD, HARD STAINS—Rub the stain hard with a piece of cloth soaked in turpentine or in benzol.

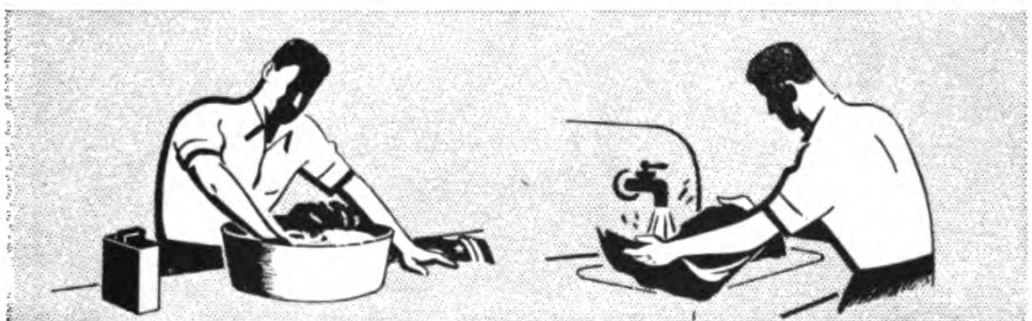
REMOVING PARAFFIN AND WAX



Spread the material out flat. Now place a piece of blotting paper over the paraffin or wax spot.

Run a hot iron over the blotting paper. The heat melts the wax and the blotting paper absorbs it.

REMOVING IODINE STAINS



Soak the spot in a solution of laundry starch or ammonia. Photographer's hypo also removes stains.

Rinse thoroughly with clean water. It is important that you get out all of the cleaning solution.

REMOVING RUST, INK, OR FRUIT STAINS FROM WHITE UNIFORMS



Put enough water on spot to dampen the material.

Sprinkle powdered oxalic acid on the spot.

Rub the spot with cotton or linen cloth.

Stain will dissolve. Now rinse thoroughly.

OR USE THIS METHOD . . .



Soak the stained part of the material in a weak solution of oxalic acid.

Now rub spot gently with a piece of white cotton cloth or linen cloth.

The stain will dissolve. Be sure you rinse out all of the oxalic acid.

CAUTION! Oxalic acid is poisonous.

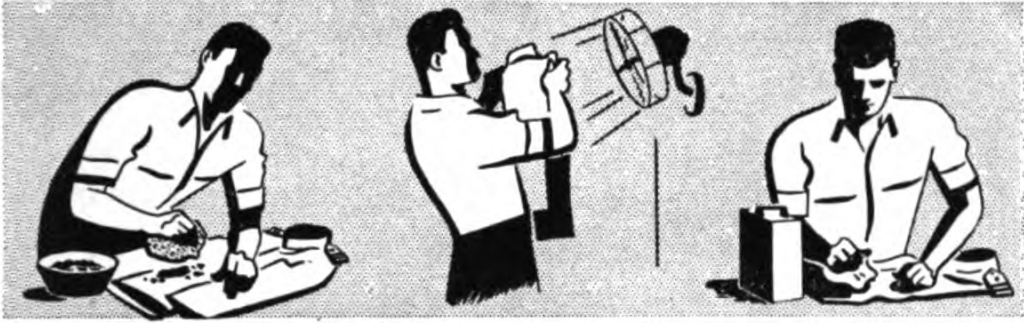


DON'T let oxalic acid solution dry in the material—it will cause damage.



DO rinse the material thoroughly at once in plenty of clear, warm water.

REMOVING CHOCOLATE, GRAVY, AND OTHER FOODSTUFFS

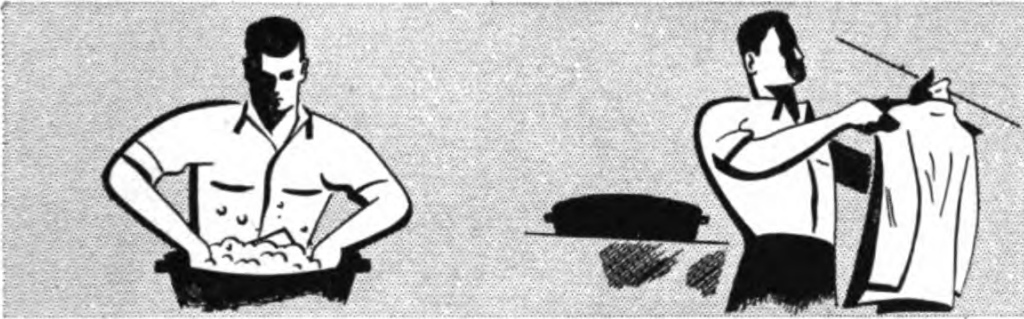


Sponge the spot thoroughly with cold, clear water.

If stain is not removed — dry material thoroughly.

Now sponge the spot with some naphtha or benzine.

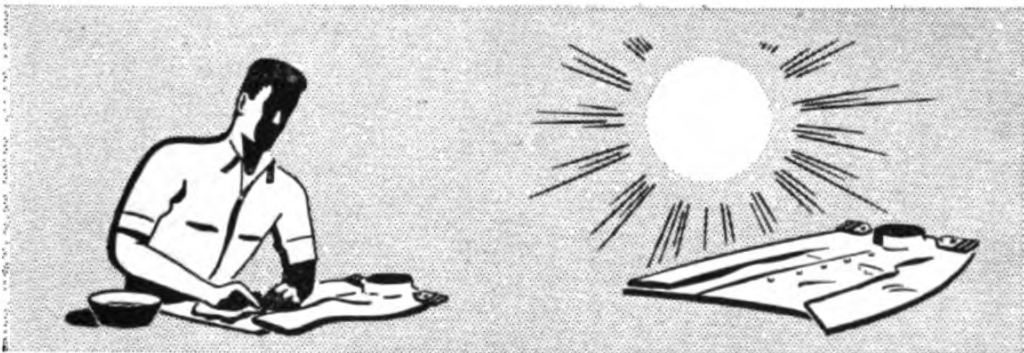
REMOVING KEROSENE



Wash in a solution of warm soapy water.

Rinse in clear water and set out to dry.

REMOVING MILDEW



A recent mildew stain may be removed with clean, cold water.

An old stain on cotton material may be bleached in the sun.



SPECIAL CARE OF OFFICERS' UNIFORMS

Don't do these things unless the officer asks you to do them

CLEANING EMBROIDERED INSIGNIA



Scrub insignia with a nail brush and some ammonia diluted with water.

CLEANING METAL INSIGNIA



Gold part—wash with soap and water or rub it with a polishing cloth.



Silver part—clean with silver polish. Try to keep polish off gold part.

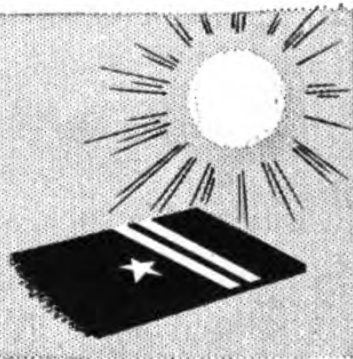
REMOVING A SINGE MARK



For a light singe, rub the spot vigorously with the flat side of a silver coin.

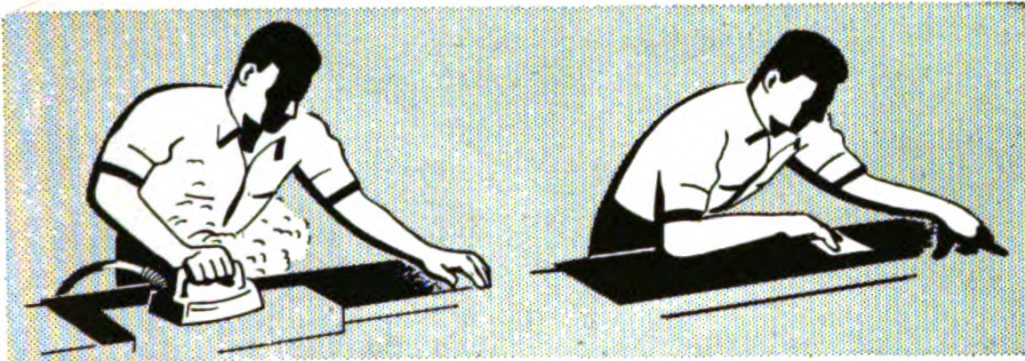


For a bad singe or scorch, sponge spot with a 3% solution of hydrogen peroxide.



Let the spot dry in direct sunshine. Get the tailor to remove bad singe marks.

REMOVING SHINE FROM SERGE UNIFORMS

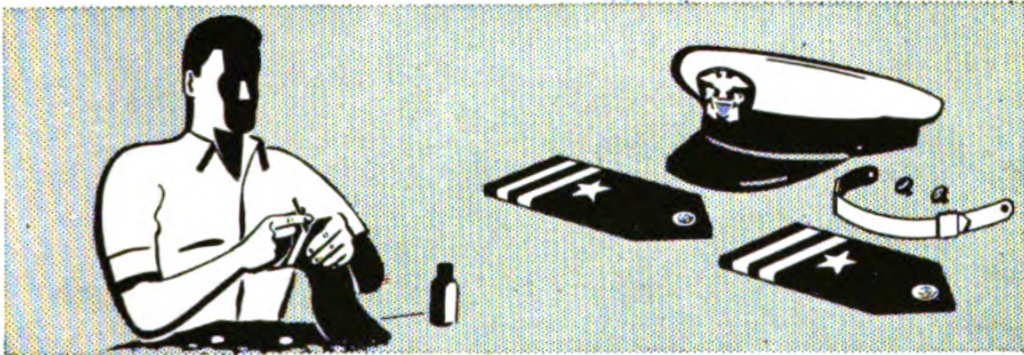


Steam by laying a wet cloth over the shiny spot and pressing with a hot iron.

Rub the shiny spot very gently with "00" sandpaper or with fine emery cloth.

GET THE TAILOR TO DO THIS!!

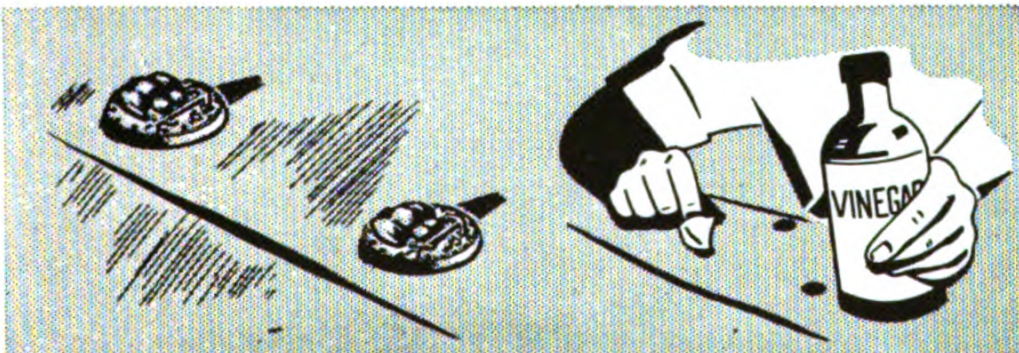
TAKING CARE OF GOLD BRAID



When gold braid is new or is freshly cleaned, cover it with neutral nail polish. This will keep the braid from tarnishing.

Keep gold braid away from sulphur. Common brown kraft wrapping paper contains sulphur which will tarnish braid.

CLEANING BUTTONS



The gold on uniform buttons is only a thin coating which may wear off. Where this happens, the buttons may turn green.

Green will come off if you rub the button gently with acetic acid. Vinegar and Worcestershire Sauce contain acetic acid.

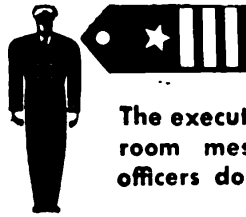


Chapter 6

WARDROOM DUTIES

ORGANIZATION *of wardroom mess*

**EXECUTIVE
OFFICER**



The executive officer is President of the wardroom mess. The meal doesn't start and officers don't sit down until the exec. does.

**MESS
TREASURER**



Each officer serves a term as mess treasurer. He keeps the books, receives payments for the mess from the officers; he also pays bills.

**MESS
CATERER**



The mess caterer supervises the stewards, the cooks, and the steward's mates. This is the officer with whom you will work most closely.



CHIEF COOK
Chief Cook has charge of the cooks



CHIEF STEWARD
Chief Steward has charge of stewards.



COOKS
Cooks serve in the galley



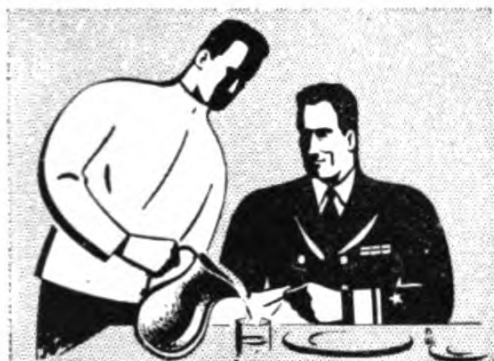
STEWARDS
Stewards serve in wardroom

**STEWARDS'
MATES**



Stewards Mates serve in the officers' galley, the wardroom pantry, and in the wardroom.

MESSES AFLOAT



THE ADMIRAL'S MESS. The Admiral eats in his own dining room.



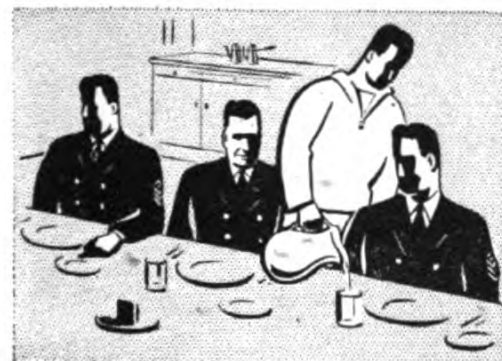
THE CAPTAIN'S MESS. The Captain of your ship eats in his own quarters.



THE WARDROOM MESS. Most of the officers eat in the wardroom mess.



WARRANT OFFICERS' MESS. Warrant officers may have their own mess.

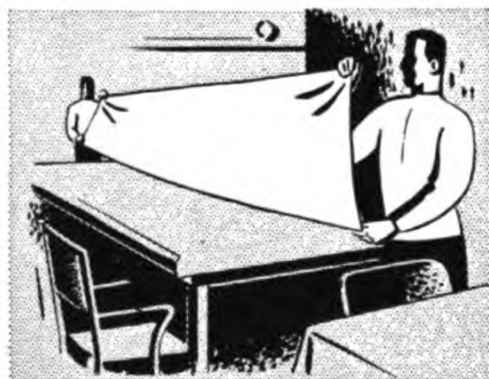


THE C.P.O.'S MESS. Chief petty officers may eat in a separate mess.



THE GENERAL MESS. The enlisted men eat in the general mess.

Daily care of **WARDROOM**



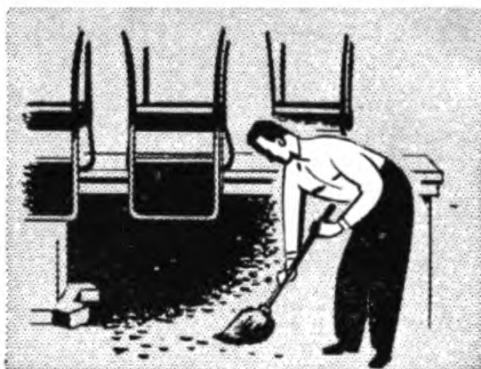
After each meal, sweep all crumbs off tables. Remove cloth and mat.



Put green felt cover on table. Stow table cloth and mat in cabinet.



**Dust tables, chairs, and sideboards.
Leave no crumbs in chair seats.**



**Sweep deck after each meal. Set
chairs upside-down on top of table.**



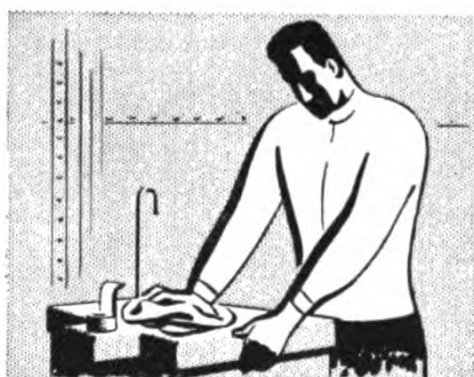
**Clean brightwork. If polish gets on
paintwork, wipe it off at once.**



**Swab the deck at least once a day.
Use a clean swab and clear water.**



**Check wardroom regularly. Put books
and papers away. Empty ash trays.**



**Clean the scuttlebutt every hour.
This is a job for the watch boy.**



Weekly care of
WARDROOM



Wash all paintwork on Field Day. First remove all pictures and fixtures hanging on the bulkhead.



Dust electric-light fixtures and the blades of electric fans. Be sure the current is turned off.



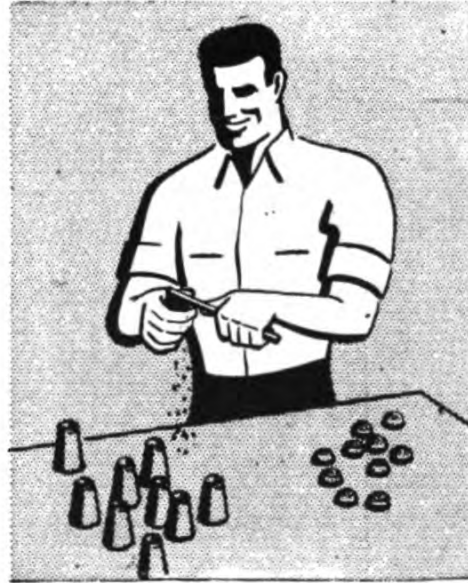
Take drawers out of sideboards and transoms. Clean thoroughly. Silver draw needs special attention.



Change soiled chair-covers and transom-covers as needed. In wartime, these covers are seldom used.



Shine silver, napkin rings, silver tops of salts and peppers. Clean silver serving dishes and trays.



In damp weather, silver salt tops will turn green. Take off tops and scrub them with a small brush.

PREPARING THE WARDROOM *for a meal*



TIDY THE WARDROOM. Put away books, magazines, and newspapers. Empty and put away ash trays.



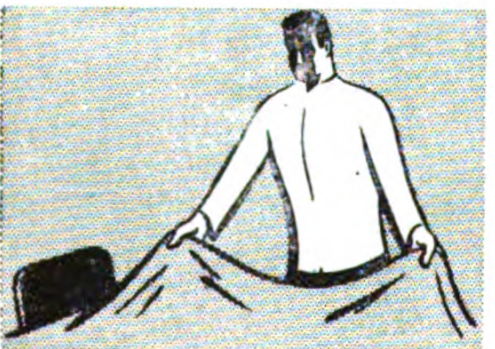
SWEEP DECK. Do this before table blanket and table cloth are put on the tables. Try to avoid raising dust.



REMOVE GREEN FELT TABLE COVER. Fold carefully after brushing it off. Stow felt cover in the linen locker.



COVER TABLE WITH TABLE BLANKET. See that all edges of the table are covered evenly. Smooth out wrinkles.

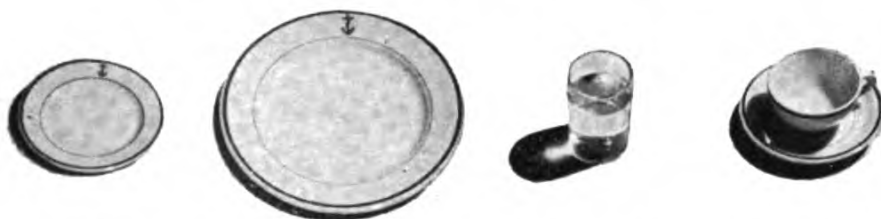


PLACE TABLECLOTH ON BLANKET. Tablecloth should extend at least 8 inches beyond table sides and ends.



PLACE CHAIRS about 6 inches apart. On crowded ships the chairs will have to be placed closer together.

SETTING THE TABLE

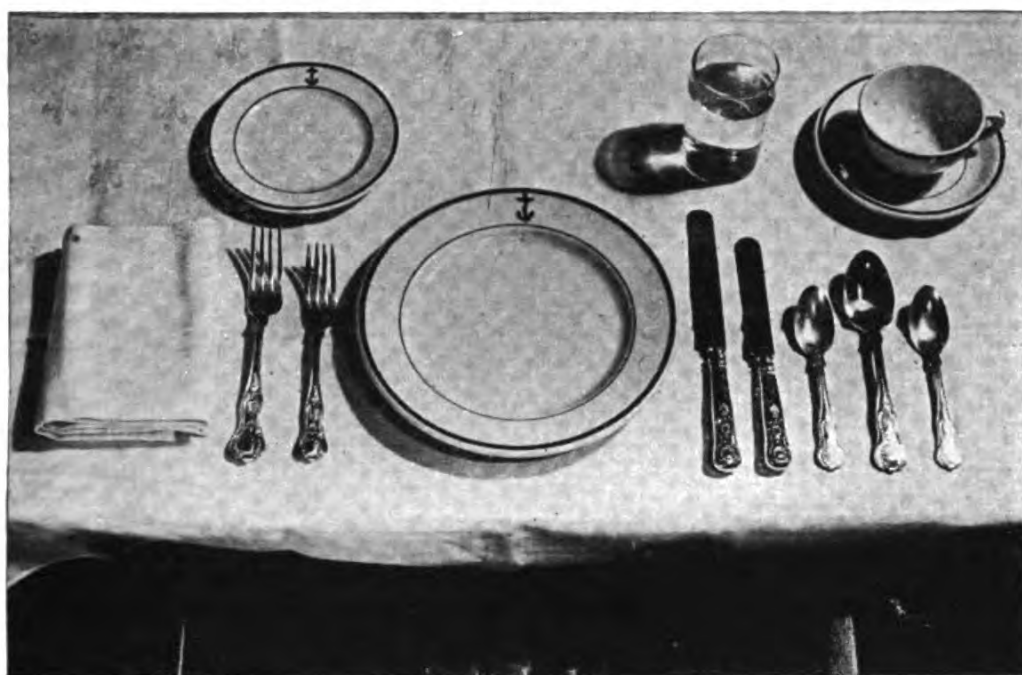


Place the bread and butter plate just beyond the points of forks.

The service plate is the center of the cover. Set insignia at the top.

Place water glass to right of plate just beyond point of the knives.

Put coffee cup and saucer at right of and next to top of outer spoon.



Place service plate on table in line with center of chair back.



Set the napkin to the left of the forks with the open edge of the napkin toward plate.



Place forks to left side of service plate. Their order depends on the courses served.



Set knives to right of service plate, sharp edge toward plate. Always set the spoons to the right side of the knives.

Line up napkins, silver, and service plate 1 inch from table edge.

YOU WILL USE THIS SILVER...

MEAT PLATTER



SERVICE TRAY



CREAM PITCHER



FINGER BOWL



SUGAR BOWL

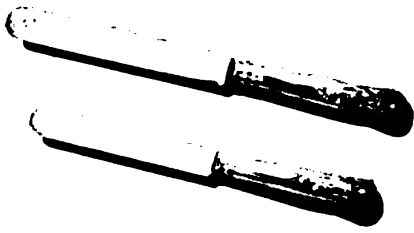


VEGETABLE DISH



FRUIT BOWL

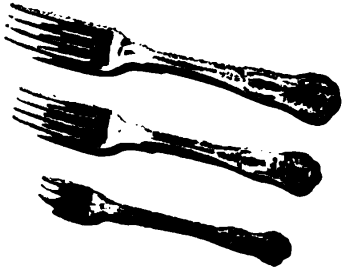




KNIVES

TABLE KNIFE for main course

DESSERT KNIFE for buttering bread



FORKS

TABLE FORK for main course

DESSERT FORK for salads and dessert

OYSTER FORK for oysters and shrimp



SPOONS

TABLESPOON for serving

DESSERT SPOON for cereal and dessert

SOUP SPOON for soup

BOUILLON SPOON for bouillon

TEASPOON for coffee, tea, fruit

COFFEE OR DEMITASSE SPOON for demitasse

YOU WILL USE THIS CHINA...



DEMITASSE CUP
AND SAUCER



COFFEE CUP
AND SAUCER



EGG CUP AND SAUCER



DESSERT OR
CEREAL DISH



SOUP PLATE



BREAD AND BUTTER PLATE



SALAD PLATE



SERVICE PLATE

The Menu tells you what silver to set out for
BREAKFAST

Juice — Orange, Tomato, Grapefruit

NO SILVER

Cold and Hot Cereal

DESSERT SPOON

Eggs and Bacon

DESSERT FORK

Hot Toast and Butter

DESSERT KNIFE

Coffee

TEASPOON

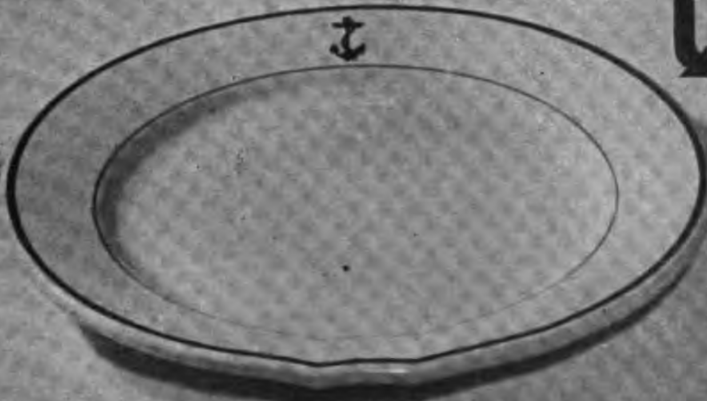


DESSERT FORK

DESSERT SPOON

DESSERT KNIFE

TEASPOON



The Menu tells you what silver to set out for
DINNER

Vegetable Soup

SOUP SPOON

**Pot Roast of Beef
 Brown Gravy
 Mashed Potatoes
 Buttered Beets**

TABLE KNIFE

Waldorf Salad

TABLE FORK

Prune Whip

DESSERT FORK

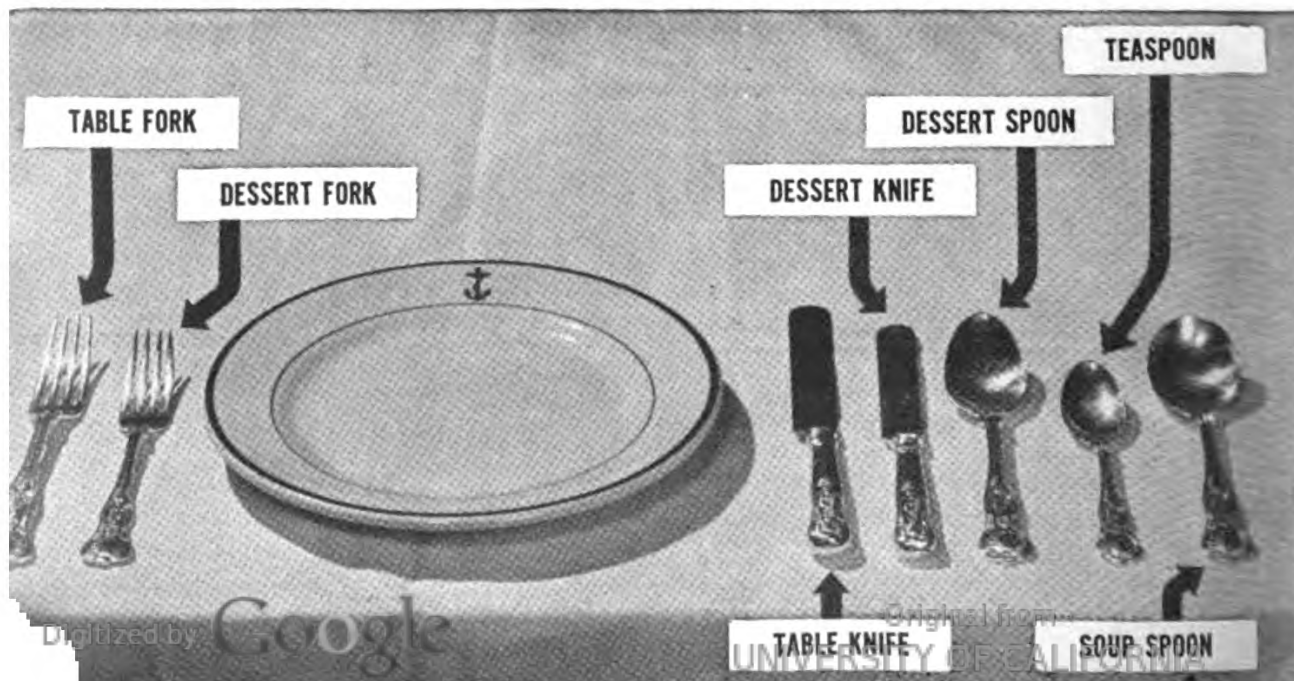
Rolls and Butter

DESSERT SPOON

Coffee

DESSERT KNIFE

TEASPOON



The Menu tells you what silver to set out for

SUPPER

**Meat Loaf
Tomato Sauce
Baked Potato
Buttered Carrots**



TABLE KNIFE



TABLE FORK

**Peach Half
Sugar Cookies**



DESSERT SPOON

Bread and Butter



DESSERT KNIFE

Coffee



TEASPOON

TABLE FORK

DESSERT SPOON

DESSERT KNIFE

TABLE KNIFE

TEASPOON



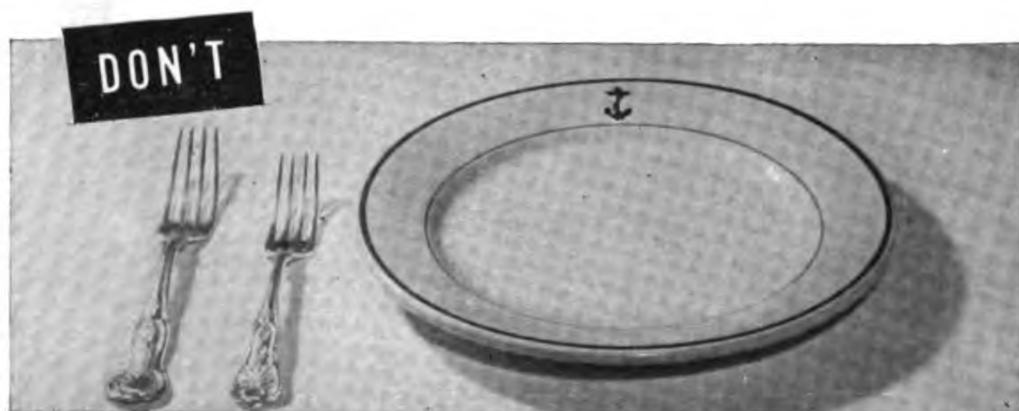
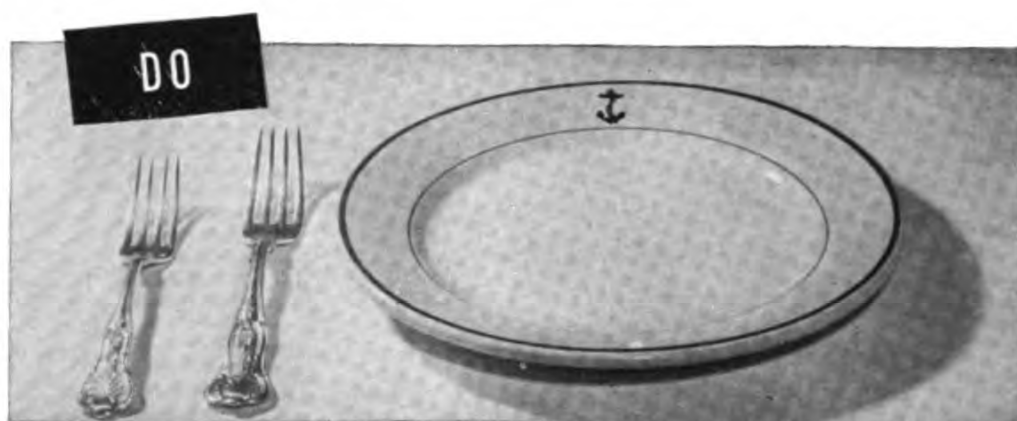
**HAVE YOU LINED UP THE SERVICE PLATES AND SILVER 1 INCH FROM THE
EDGE OF THE TABLE?**

GENERAL RULE FOR PLACING FORKS

The silver which will be used first should be placed farthest from the service plate. The other pieces of silver should be placed according to the order in which they will be used during the meal.

FOR EXAMPLE:

When salad is served as a separate course after the main course, how do you place the forks?



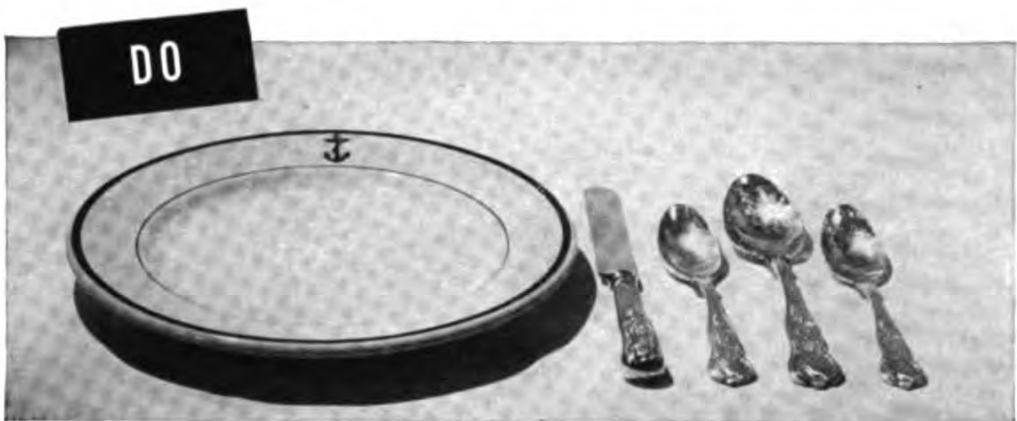
The table fork (large fork) is intended for the main course. The dessert fork (small fork) is used for the salad course which will follow the main course. Look at the *general rule*—place the silver which will be used first farthest from the service plate. In this case the table fork will be used before the dessert fork so place the table fork outside of the dessert fork.

GENERAL RULE FOR PLACING SPOONS

The silver which will be used first should be placed farthest from the service plate. The other pieces of silver should be placed according to the order in which they will be used during the meal.

FOR EXAMPLE:

If there is grapefruit, cereal, and coffee for breakfast, three spoons are needed. How should you place them?



The teaspoon (small spoon) for grapefruit will be used first. Following the *general rule for placing silver*, set this spoon at the extreme right. The table spoon (large spoon) will be used next for the cereal so place it next to the outside teaspoon. The teaspoon for coffee is next to the knife. Notice that spoons go to the right of the knives.

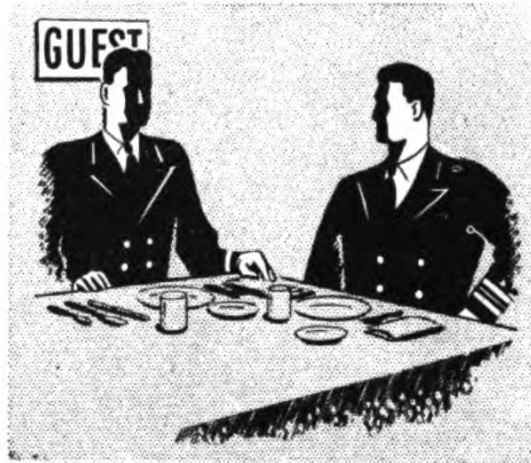


SEATING GUESTS

*Where should guests
be seated?*

A GUEST OF THE SHIP

always sits to the right of the executive officer. This guest might be a civilian, a visiting officer, a man, or a woman. Rank does not matter.



A GUEST OF AN OFFICER

always sits to the right of that officer. The rank of the guest does not change the rule.



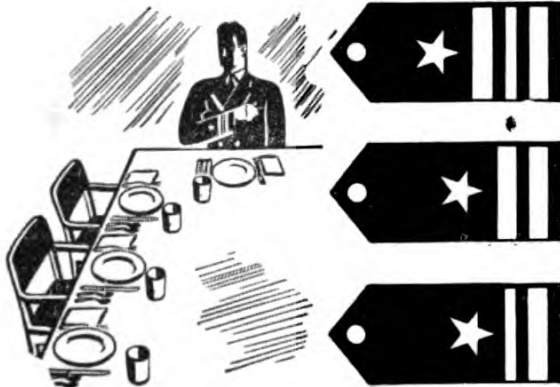
When a guest is present all officers move down to leave a place for the guest.



**SEATING BY
RANK**

THE SEATING LIST

The mess treasurer keeps a list of officers arranged according to rank and seniority. This seating list is usually posted in the wardroom. Be sure you follow the official list when you set out napkins.



For the seating list, the mess treasurer must know:

THE OFFICER'S RANK

First the seating list is arranged by ranks. Highest ranking officers sit nearest the head of the table.

4 YEARS



3 YEARS



2 YEARS



WHICH OFFICER IS SENIOR

Within each of the ranks the officer who has been in that rank the longest heads the list.



SEATING BY RANK

Navy custom prescribes the order in which officers are seated at wardroom tables.

1 The executive officer sits at the head of the table.



2 The next highest ranking officer sits to the right of the executive officer.

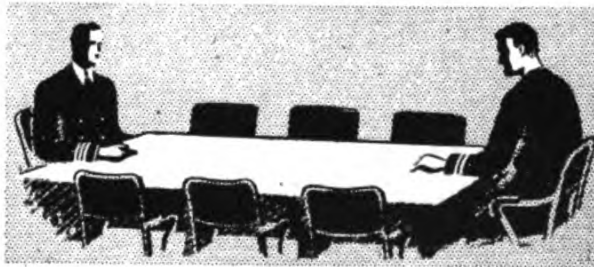
3 The third highest ranking officer sits to the left of the executive officer.



4-5-6 and so on around the table—the officers are seated according to rank.



The mess treasurer sits opposite the executive officer when a wardroom has one table only.



If there are 2 or more tables, the mess treasurer usually sits at the head of number 2 table.





YOUR PLACE AT MEALTIME

***depends on the job
you are doing***

Digitized by Google

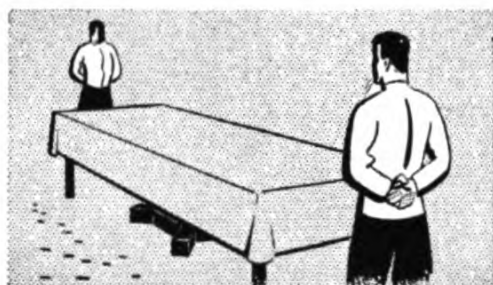
Original from

UNIVERSITY OF CALIFORNIA

The Head Boy supervises service. He stays where he can watch all tables and all Steward's Mates.



One Steward's Mate stands near the head of the table; another stands near foot of the table.



One Steward's Mate passes the jellies and the sauces. He stands near serving table when not busy.



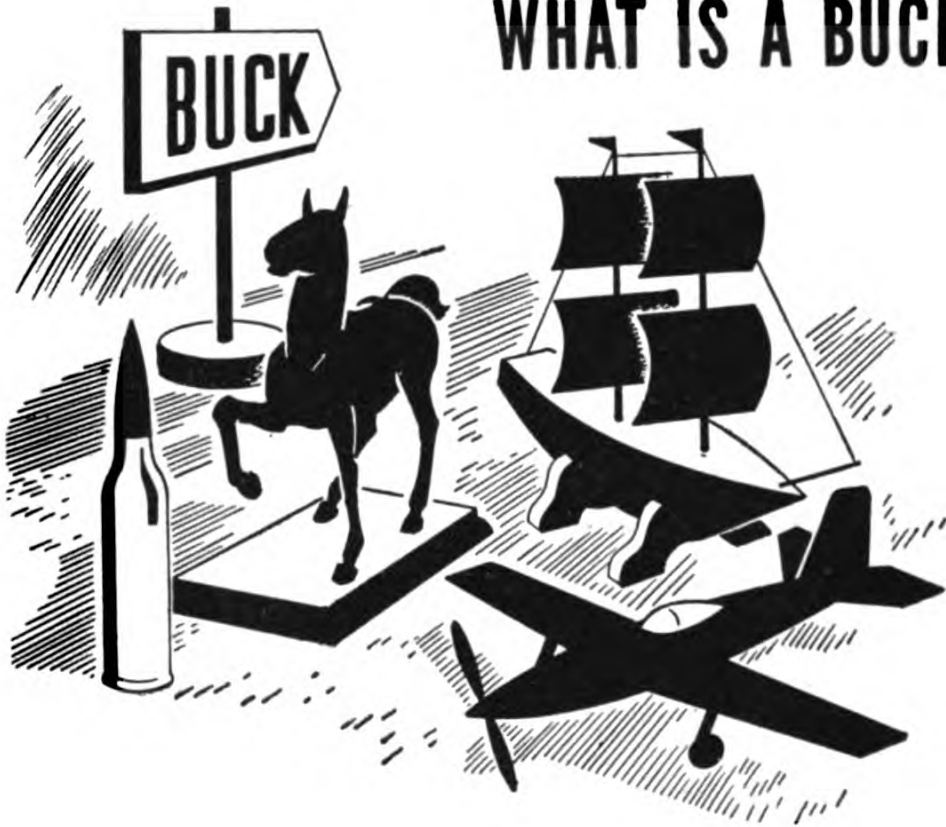
One Steward's Mate keeps all the water glasses filled. He stands near serving table when not busy.



One Steward's Mate passes the bread and the butter. He stands near serving table when not busy.

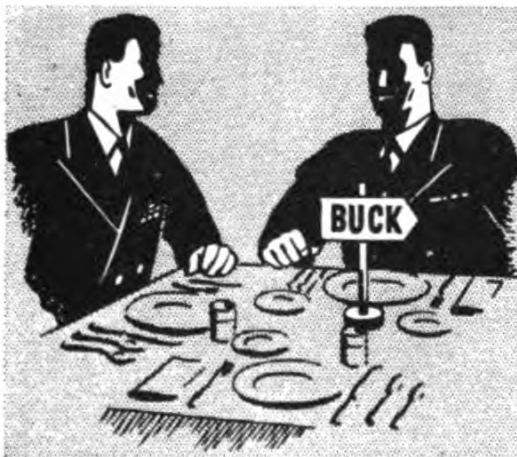


WHAT IS A BUCK?



The BUCK is any object which has been chosen by your ship to be used as the buck

The picture shows several models and objects which are being used as bucks: a special sign, a toy figure of a horse, an empty shell, a small model ship and airplane. Ask the Steward what the buck is on your ship. The BUCK is set by the Head Boy at the place where you should start serving.

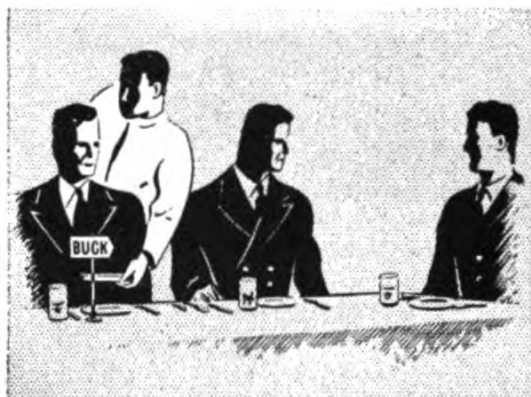


The BUCK is placed before a different officer each meal. This gives every officer a turn at being served first.

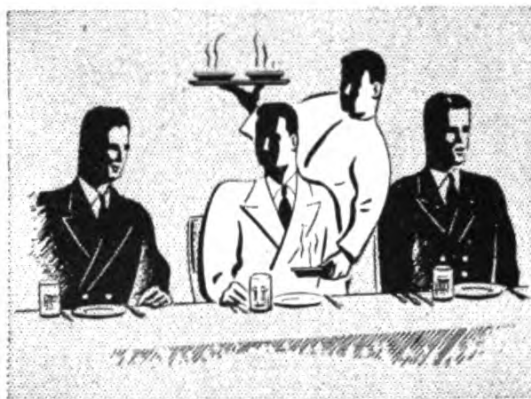
Each table has its own buck. The BUCK is not used when guests are present. The officer who would have been served first with no guests present doesn't lose his turn — he is served first at the next meal.

WHOM DO YOU SERVE FIRST?

IF NO GUESTS ARE PRESENT—
Serve first the officer who has the **BUCK** in front of him. Then serve the man who is sitting on his right and continue around the table.



IF ONE GUEST IS PRESENT—Serve the guest first. Then serve the man who is sitting to the right of the guest and continue serving around the table.



IF MORE THAN ONE GUEST IS PRESENT—Serve the guest of the senior officer first. Then serve the man to the right of the guest and continue around the table.



REMEMBER . . .

Your ship may have special rules for serving guests. The mess treasurer will tell the Steward. Follow the rules of your ship.

SERVING

from the proper side

LEFT SIDE

Serve everything except liquids from left side. Remember it this way—the forks used to eat the food which you are serving are on the left side.



RIGHT SIDE

Serve coffee, tea, milk, water from the right side. Remember it this way—the spoon which will be used in the coffee or tea is on the right side.

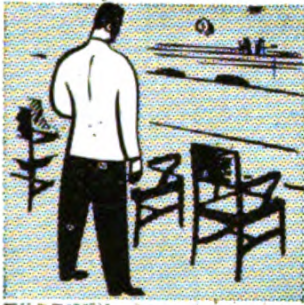


REMOVING DISHES

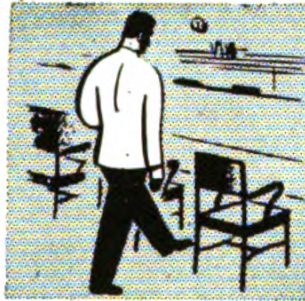
Remove dishes from the right side. If you're not sure that the officer has finished, ASK HIM. Don't rush him. Follow the directions given on page 119.



SERVING *in a rough sea*



Put your right foot about 1½ feet behind left leg of chair.



Place your left foot firmly on the deck between the chairs.



Bend forward and rest left hand on the edge of the table.

In heavy weather, brace yourself by placing your right hand on back of officer's chair. Now you have full control. No matter which way the ship pitches and tosses, you can balance yourself.

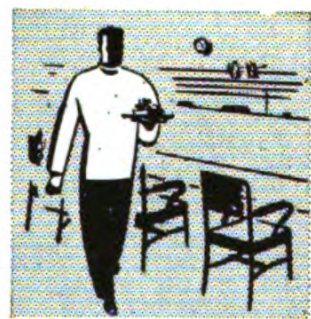
GOING TO THE NEXT MAN



Straighten up slowly. Don't brush against officer's uniform.



Bring your left foot back in line with the right foot for balance.



Turn to the right and serve next man. Repeat same system.

Practice this system until it becomes a habit—you'll have fewer accidents when the sea gets rough.

TIPS ON SERVING



WHERE TO STAND

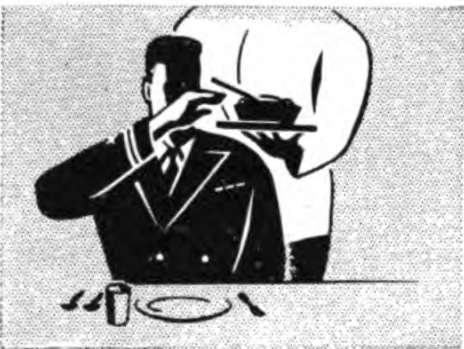


DON'T stand directly behind officer or reach around him when serving.



Stand to one side so you will avoid hitting the officer and spilling food.

HOLDING A SERVING DISH

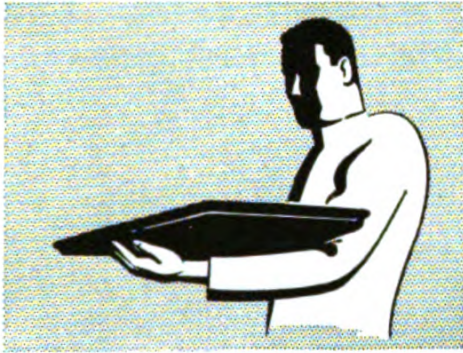


DON'T hold the serving dish so high that the officer can't reach it easily.

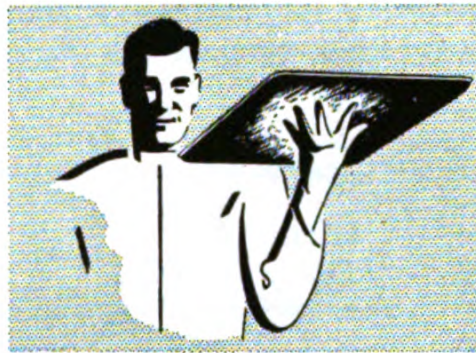


Hold serving dish close to table top. The officer can serve himself easily.

CARRYING A TRAY

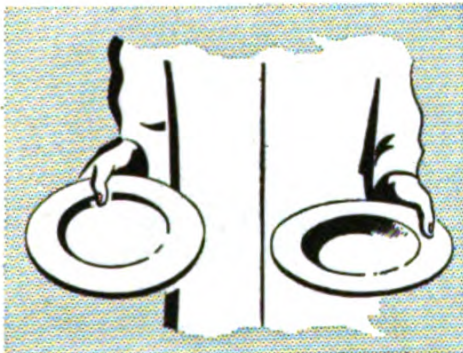


DON'T rest tray on your wrist or your arm. You have no control of tray this way.

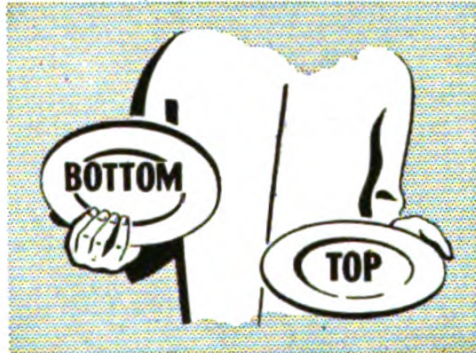


Spread your fingers apart under the center of the tray. Finger tips balance tray.

HOLDING A PLATE



DON'T put your thumb in the plate. Only a very careless Steward's Mate will do this.

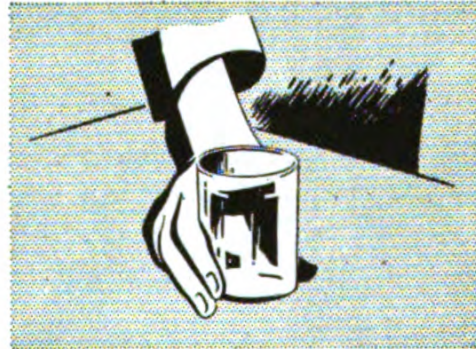


Put fingers in gripper. Press plate firmly against base of thumb. Extend thumb along rim.

PICKING UP A GLASS

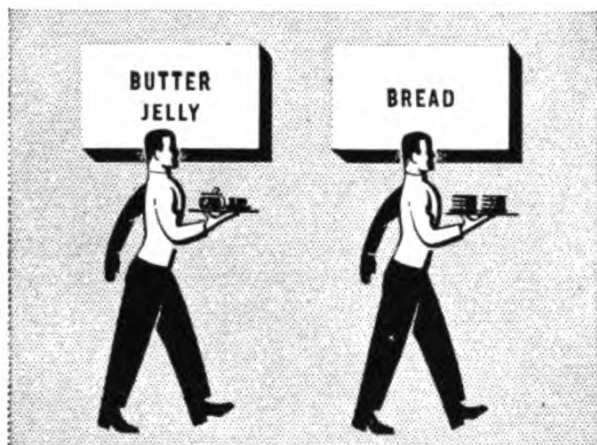


DON'T grip glass near rim. The officer doesn't want your fingerprints on his glass.



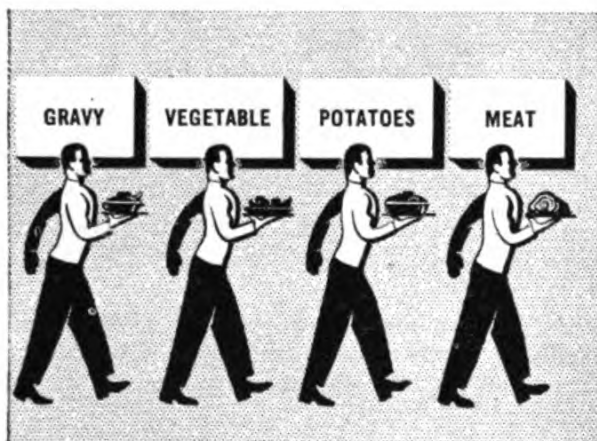
Grip the glass at the bottom. Place your fingers as near to the tablecloth as you can.

SERVING TEAMS *Each part of a course should be served in turn without delay. Use serving teams at each table for each course.*



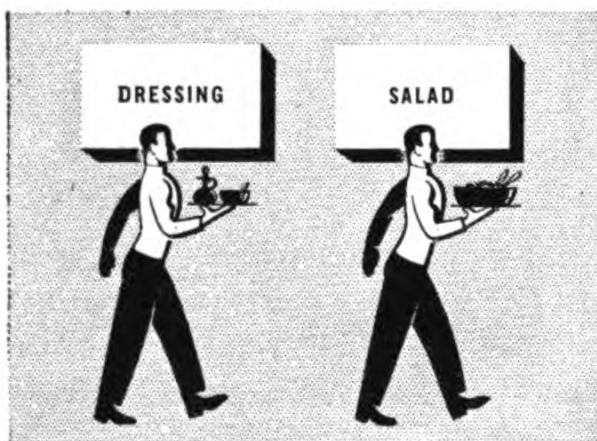
For bread, butter, and jelly use a **TWO-MAN TEAM**.

The man with the butter and jelly should follow right after the man with bread.



For the main course, use a **FOUR-MAN TEAM**.

The team system will get the main course served while it is still hot.



For the salad course, use a **TWO-MAN TEAM**.

Serving teams mean smooth, quick service. It's easier for **YOU** and for the officers.

COLD WATER



BREAKFAST—Do not fill the water glass until the officer is seated.



DINNER AND SUPPER — Fill all glasses when meal is announced, not before.



ALL MEALS — Keep glasses filled during meals. One StM should do this job.

WHAT IS A DEMI-TASSE?



Coffee is usually served in a regular size cup with cream and sugar. It is served with the meal or after it. Ask each officer when he wants coffee.



A demi-tasse is a small cup of black coffee. It is served after the last course. Some officers may want cream and sugar with demi-tasse.

MENU FOR BREAKFAST

★

Assorted Fresh Fruit

*Hot Oatmeal
Dry Cereals*

Eggs to Order

Toast Butter Jam

Coffee Milk

★

SERVING BREAKFAST

When the officer is seated, ask him what he would like for breakfast. Be able to tell him what is on the menu. The menu is posted in the pantry.

FIRST COURSE • *Fresh Fruit*



If fresh fruit is served from a large fruit bowl already on the table, move the bowl in front of the officer.

If fresh fruit, such as grapefruit or berries, is to be served, you will serve it on a small fruit service plate.



If a finger bowl has been used with the fruit course, remove it when you take away the fruit service plate.



SECOND COURSE • *Cereal*



When the officer tells you he wants hot or cold cereal, serve it and then go to the pantry for the next course.

Be sure that you place the cream pitcher and the sugar bowl in front of officer when you serve the cereal.



If the officer doesn't want cereal, get the next course while he is eating his fruit.

THIRD COURSE • *Eggs to Order*



If eggs are to be served, ask officer how he wants his eggs done—fried, scrambled, soft-boiled, or poached.

Get hot breakfast course from pantry just as the officer is ready. He doesn't want to eat cold eggs.



Be sure to place pepper and salt near the officer when you serve the breakfast course. Don't wait to be asked.

COFFEE

Ask the officer when he wants his coffee. Some officers will want coffee right away. Others will want coffee after eating. Be sure you place the cream and sugar in front of the officer.

MENU FOR A LIGHT MEAL

★

Omelet

Potatoes

New Cabbage

Chocolate Cake

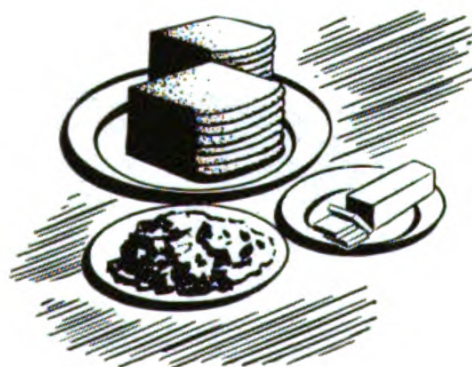
Bread Butter

Coffee Tea

★

SERVING A LIGHT MEAL

Usually either the noon day meal or the evening meal is a light meal. This means that there is no introductory course such as soup and no separate salad course. The main course isn't a red meat course.



Serve bread, butter, and jelly as soon as the officers are seated. To speed up service, these things may be set on the table just before the meal is announced.

Begin serving the main course at the Buck or where directed by the mess treasurer. If a guest is present, serve him first. Always go to the right around the table.



After main course, remove bread and butter plates, salts and peppers. Brush crumbs from table using clean napkin and plate. Fill water glasses.



Serve dessert as soon as table has been cleared. One Steward's Mate may use a tray to carry several desserts while another man serves.



Serve coffee either during or after the meal as requested. Be sure the coffee is both fresh and hot. Have the cream and the sugar handy.



Place ash-trays on table as soon as smoking begins. Set out enough trays so ashes won't be spilled over table cloth. Empty ash-trays when filled.



MENU FOR A HEAVY OR FULL MEAL

★

Tomato Soup

Roast Beef

Brown Gravy

Mashed Potatoes

Green Beans

Lettuce Salad

French Dressing

Chocolate Ice Cream

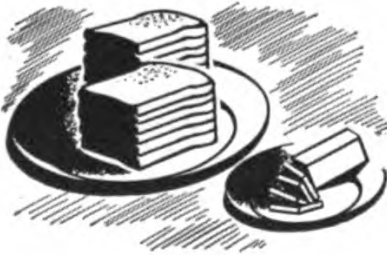
Bread Butter

Coffee

★

SERVING A HEAVY OR FULL MEAL

The heavy meal may be served in the middle of the day or as the evening meal. This will depend on such things as the climate you are in, the season of the year, and whether your ship is in port or at sea.



Crackers, bread, and butter should be served as soon as the officers are seated. Use two-man serving team to speed up service.

Serve soup to guests or to officer with Buck first. Then serve to the right. Remove soup plates when officers have finished.



Serve main course in this order: meat, potatoes, vegetables, gravy. Each dish should follow the one before without delay.





Serve a large cup of coffee when officer asks for it. Be sure that you have cream and sugar to place in front of the officer.

After main course remove service plates. Leave bread and butter plates, salts, peppers on table during salad course.



Serve salad and salad dressing. If cheese and crackers are on the menu, serve them right after you have served the salad.



Remove salad plates. Brush crumbs from table. Use clean napkin and plate. Remove bread and butter plates, salts, peppers.



Serve the dessert. Generally the dessert will be set out in the pantry on small dishes. Don't carry too many at one time.



Set out ash-trays. Get to know which of the officers at your table are the heavy smokers. Then place the trays near them.



Serve demi-tasse to those officers who ask for it. Usually demi-tasse is taken black but some officers use cream and sugar.



TIPS ON GOOD SERVICE

What do you watch out for during the meal?



Keep all water glasses filled during meal. One Steward's Mate should be assigned to this job at each table. He should stand where he can keep an eye on his table.



Watch for the officer who wants a second helping of any course. Serve him promptly. Officers who may be hungry and tired will appreciate your attention.



Don't brush against officers' uniforms with your tray or dishes. Officers must sit close together at crowded tables. If you spill food, uniforms may get soiled.



Use clean silver and dishes only. Be sure bottoms of dishes are clean. Dishes placed on a dirty pantry table and then served at the table, will soil the linen.

REMOVING DISHES

REMEMBER—*dishes are removed from the RIGHT SIDE*

1. Take the service plate in your right hand. Place the plate in your left hand or on a tray held in your left hand. Be careful not to spill food from the plate.



2. Take bread and butter plate in right hand. Put it on service plate. Hold dessert knife tightly against plate with thumb to keep it from slipping.



3. Take the salad plate with your right hand. Place it carefully on the dishes which are already in your left hand. Put the silver on the side of service plate.

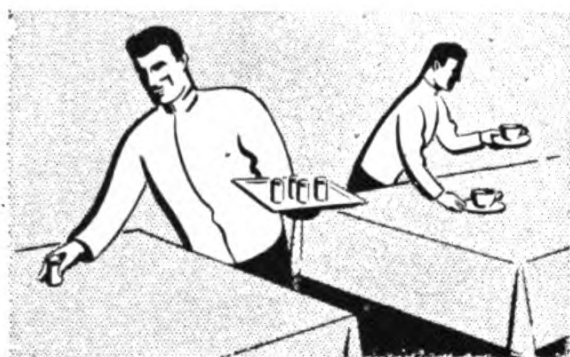


4. **DON'T** stack the dishes on the table in front of the officer before taking them off the table. Don't let the dirty silver slip onto the tablecloth.

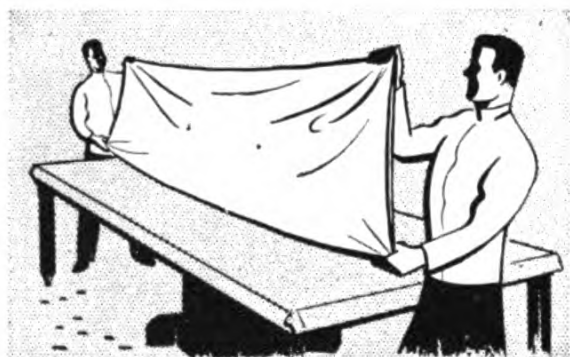




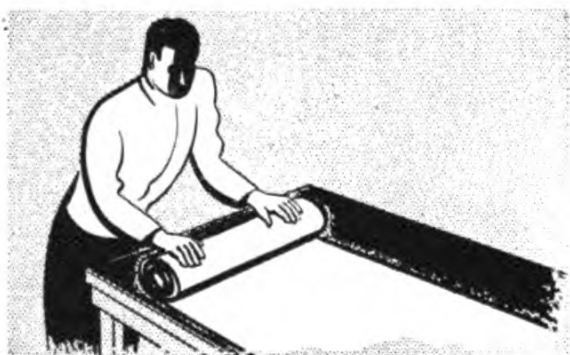
CLEARING TABLE AND WARDROOM



CLEAR TABLES. After officers leave, remove napkins, dishes, silver, ash-trays, salts and peppers. Brush crumbs into a plate with a folded napkin.



REMOVE TABLECLOTH. Fold it in the original creases. Don't roll the tablecloth or it will get all mussed. Smooth out tablecloth to prevent wrinkles.



REMOVE TABLE PAD. Fold the table pad in half the long way and roll it carefully. Avoid making folds which would show through the smooth tablecloth.

REPLACE TABLE COVER. Spread out the green felt table cover so that it hangs evenly on all sides of the table. Get another man to help you.



BRUSH CRUMBS FROM CHAIRS. Go over each chair seat carefully and be sure that you brush off all crumbs. Dirty seats will soil uniforms.



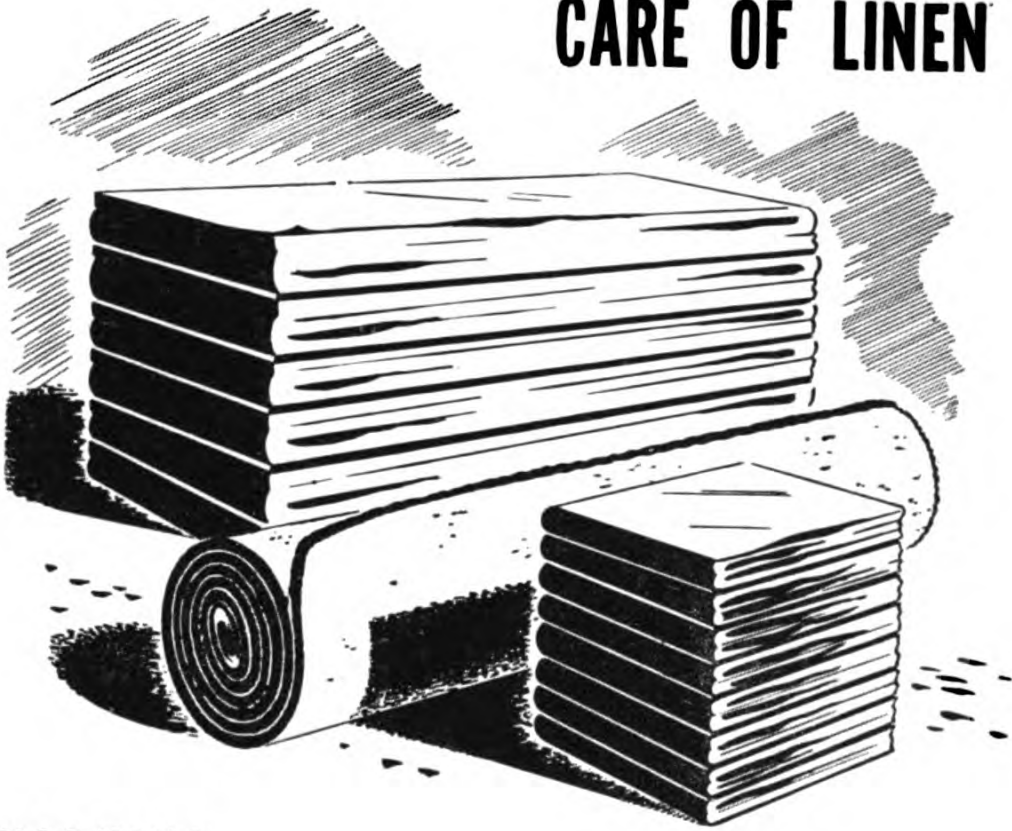
SWEEP DECK. Carefully sweep up all crumbs and dust after every meal. Keep the decks clean. Usually one Steward's Mate is assigned to this job.



TIDY SIDEBOARDS. As the last step put the serving tables and sideboards in good order. Clean out all ash-trays. Put away the napkins and silver.



CARE OF LINEN



NAPKINS



Stow all napkins in a clean, well-ventilated place.



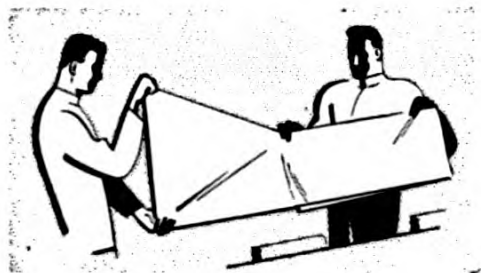
Set out clean napkins when the used ones get dirty.

DON'T



Don't use napkins on your shoes or on dirty dishes.

TABLE CLOTHS



Fold in original creases. Smooth out to avoid wrinkles.



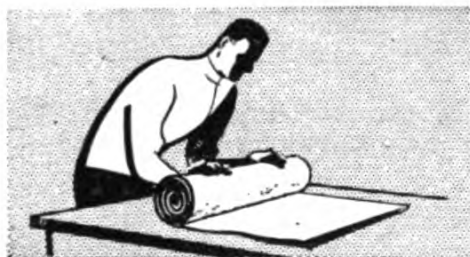
Stow in clean place in sideboard or in a special locker.

DON'T



Don't roll up the clean tablecloth—you'll muss it.

TABLE PADS



Fold in half longways. Roll to avoid creases and folds.



Wash out and dry soiled spots before putting pad away.

DON'T



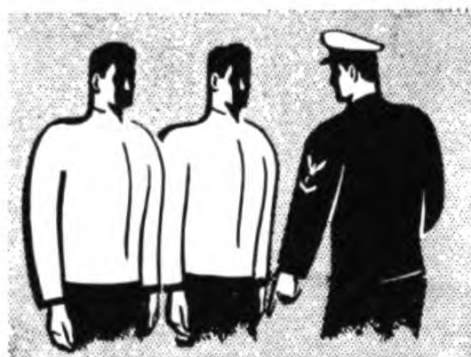
Don't stow the pad while wet. It will mildew and sour.



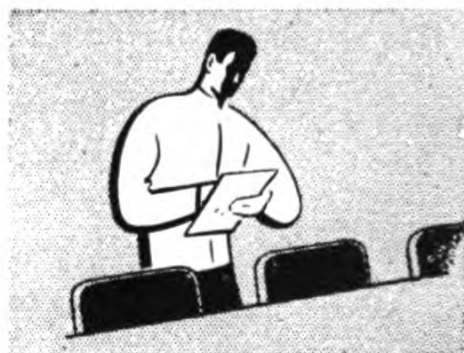
THE HEAD BOY

is wardroom supervisor

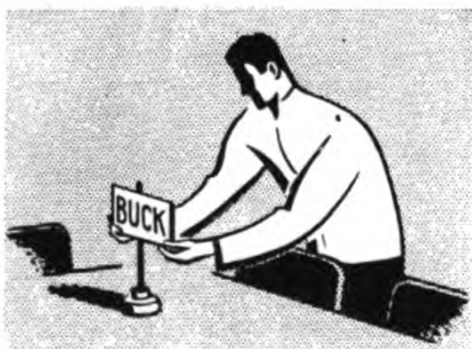
He is responsible to the Steward and to the mess treasurer. He is selected for his appearance, experience, leadership ability, and knowledge of the job.



Supervises Steward's Mates. He checks on service, and on attention to guests.



Arranges seating in wardroom. He carefully follows the official seniority seating list.



Moves the Buck each day or at each meal so every officer has a turn at being served first.



Takes care of soiled linen from wardroom and staterooms. He also issues the clean linen.



THE HEAD BOY

has special duties in port

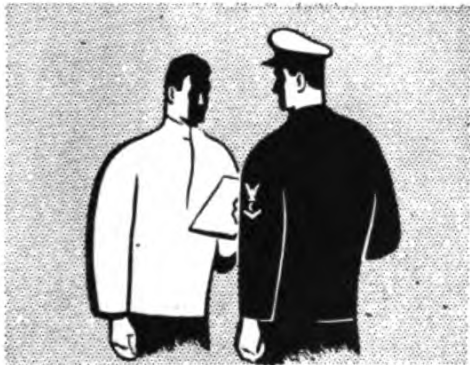
Some officers will be ashore during mealtime and visitors may chow aboard. The Head Boy must make arrangements with the Steward so meals run smoothly.



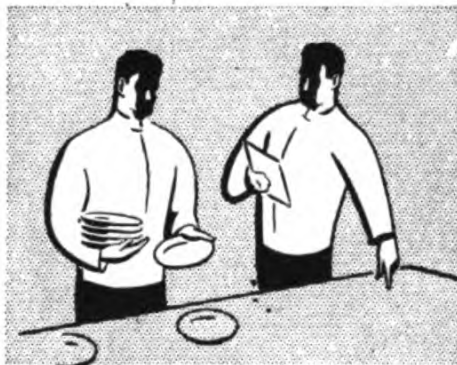
Finds out how many officers will be aboard for chow.



Finds out how many guests will be aboard for chow.



Notifies Steward how many officers and guests for chow.



Sets up proper number of tables and covers for each meal.

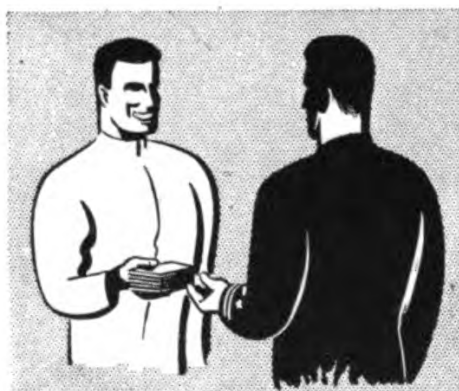


THE CIGAR MESS BOY

has a special job

He handles the cigarettes, cigars, tobacco, candy, and toilet articles which are stocked for the convenience of the officers.

On many ships there is no cigar mess. Officers go directly to ship's store.



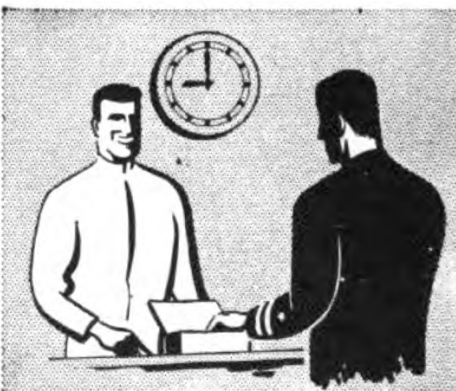
You are responsible to cigar mess treasurer. Turn over to him all of your signed chits.



The cigar mess is usually open just before and just after the dinner and supper hour.



Room service, if provided, should be prompt. Use small silver tray. Have chit ready.



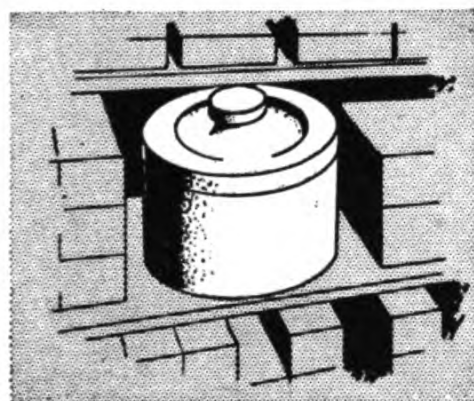
Watch Boy handles evening sales. Get receipt for stock. In morning, get stock or chits.



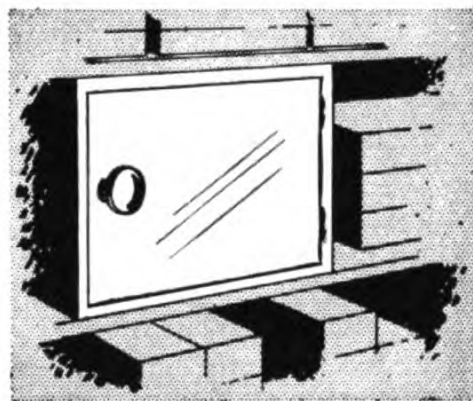
STOCK. Stow stock neatly. Know prices. Report damaged stock to mess treasurer.



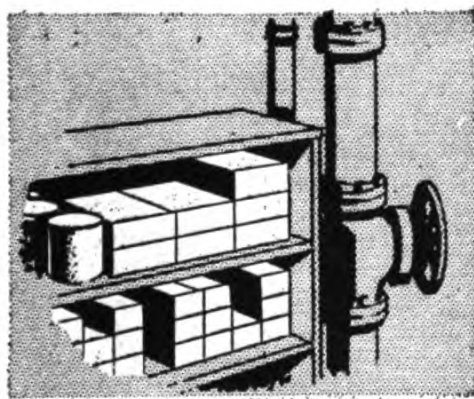
LIBERTY. Give key to Relief Boy before you go ashore. Later check stock and signed chits.



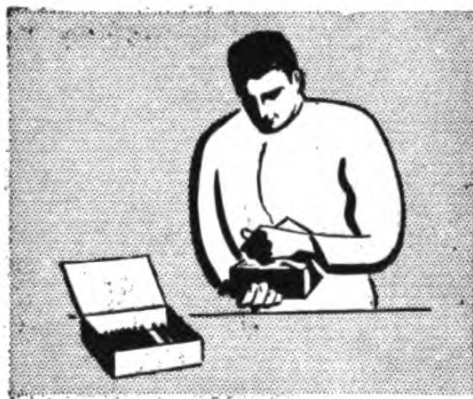
Keep humidor in tobacco locker, especially in dry climates. This keeps cigars fresh.



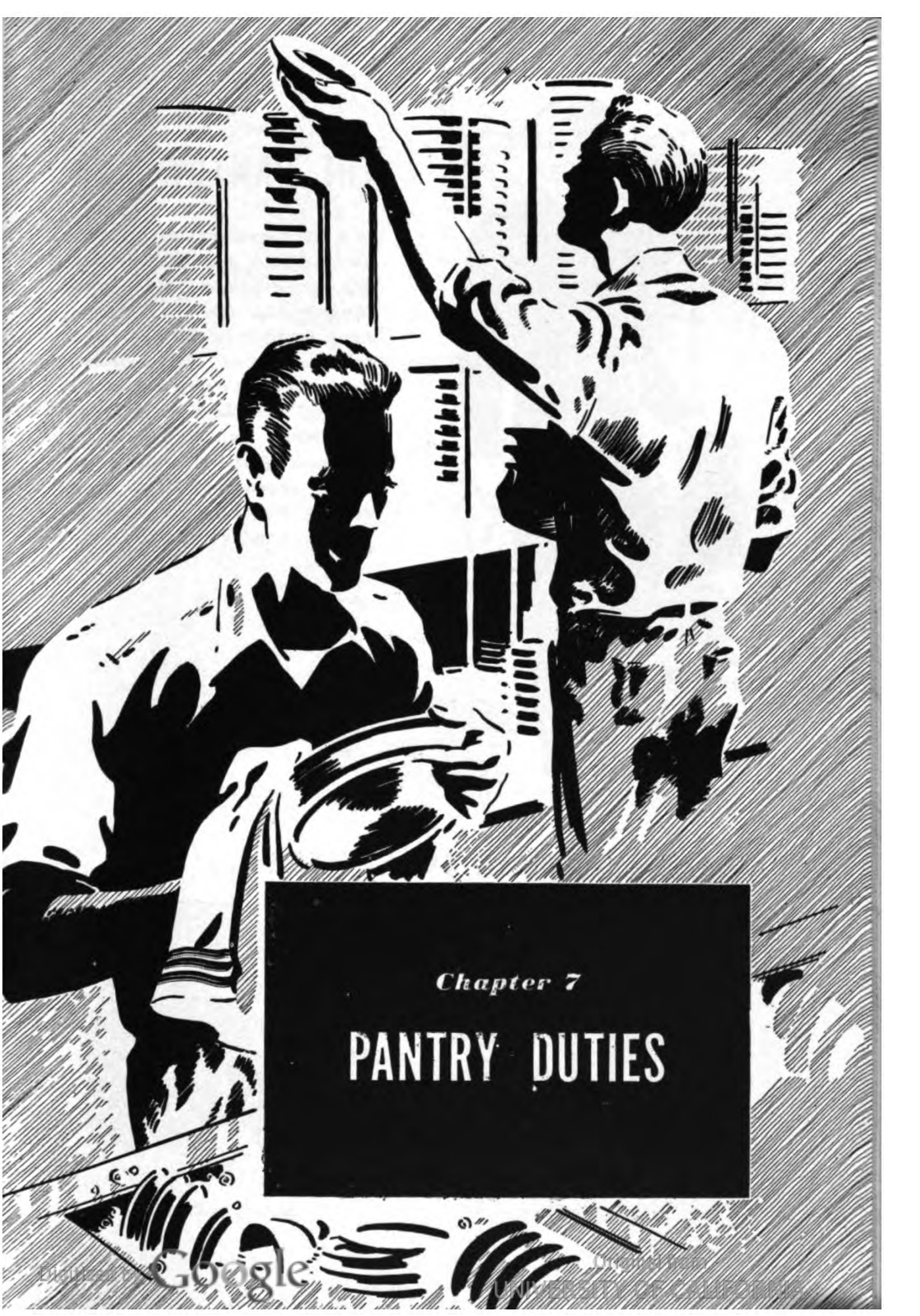
Keep opened tobacco in tight compartments. Most tobacco now comes in air-tight packages.



DON'T keep tobacco near steam pipes or other heat. Tobacco will dry out and be spoiled.



DON'T open fresh box of cigars until box already opened has been finished.



Chapter 7
PANTRY DUTIES



THE PANTRY MAN

is a Steward 3c or a Steward's Mate, 1c selected for his experience, skill and leadership ability. He is responsible to the Steward in charge of the pantry. The Pantryman has served his time as a Pantry Boy. In that job he showed that he could take more responsibility. As a result he was promoted. You can aim for this job.

THE PANTRYMAN SUPERVISES . . .



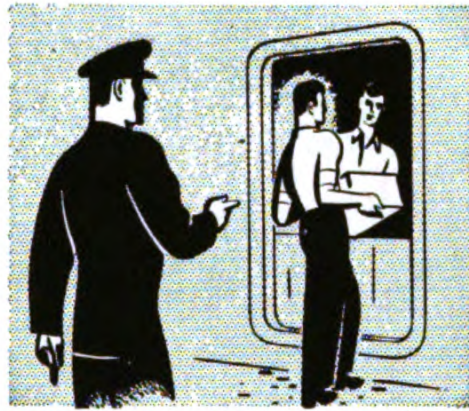
Pantry Boys



Cleaning of Pantry



Keeping of Food



Drawing of Stores



Cleaning of Refrigerators



Care of Dishes, Silver, Pots and Pans



Care of Dishcloths and Dish Towels



Disposal of Garbage



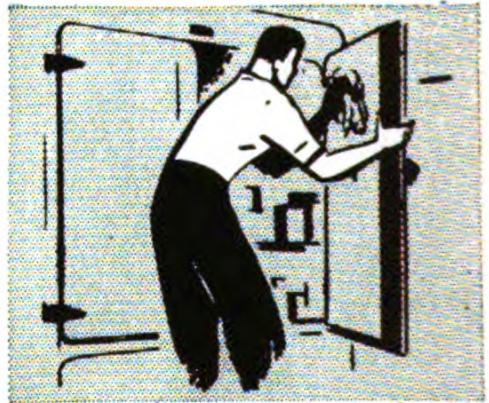
PANTRY BOYS

*are strikers for Steward.
They are selected for
their cleanliness, ability,
and willingness to work
and learn.*

WHAT DO YOU DO AS A PANTRY BOY?



Keep Pantry Clean



Keep Refrigerators Clean



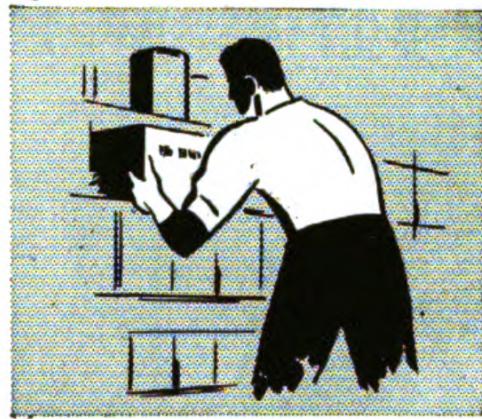
Take Care of Pots and Pans



Take Care of Dishes



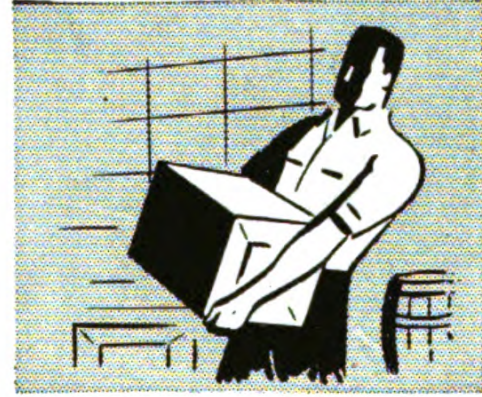
Take Care of Silver



Keep Food Properly



Help Prepare Food



Draw Stores



Dispose of Garbage



Take Care of Dishcloths and Dish Towels

DUTIES OF THE PANTRY BOY



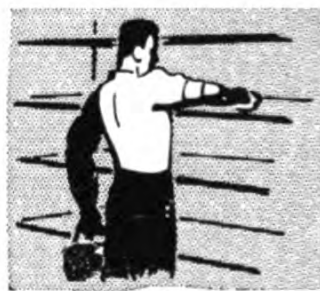
***The Pantry Boy keeps
the pantry clean***



Scour all sinks after each meal. Only by constant care can the pantry be kept spotlessly clean.



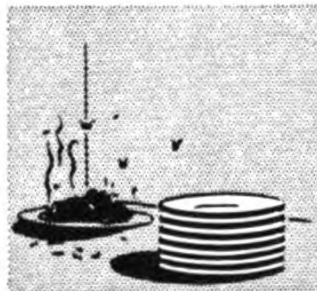
Swab the deck at least once a day. You may have to swab it more often to keep the pantry clean.



Wash pantry shelves twice a week. Remove all stores from the shelves when cleaning.



Keep drainboards and dish racks thoroughly clean by scouring. Make pantry shine.



Food that is left in corners or left open on shelves draws flies and cockroaches.



DDT will kill cockroaches. Keep it away from food and follow directions carefully.



***The Pantry Boys keeps
refrigerators clean***



**On the weekly Field Day
remove all food from
refrigerators.**



**Wash the refrigerators
thoroughly with soap
and warm water.**



**Meat and poultry refrig-
erator should be cleaned
every day.**



***The Pantry Boy takes
care of pots and pans***



**Wash all your pots and
pans thoroughly in hot,
soapy water.**



**Rinse pots and pans in
clear, hot water. Keep
them shining.**



**DON'T leave grease in
frying pans or pots—it
turns rancid.**



The Pantry Boy takes care of china

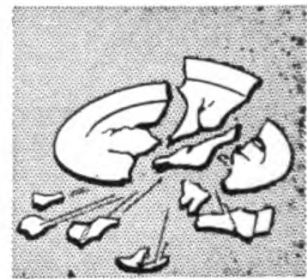
WASH CHINA PROPERLY



Wash all china thoroughly in hot, soapy water. Rinse it carefully in clear, hot water.



Dry china with clean dry towels. Dry while dishes are still hot after being scalded.



Avoid breaking china—it is difficult to replace china when your ship is out at sea.

TOO MANY BROKEN DISHES MAY MEAN . . .



LOSS OF LIBERTY. You don't want to give up your turn to hit the beach when in port.



EXTRA DUTY is the hard way to learn. It's better to handle dishes carefully and avoid penalties.



LOSS OF ADVANCEMENT. The careless Steward's Mate will not be selected for promotion. Be careful.

Handling and mishandling CHINA

SERVING AND CLEARING

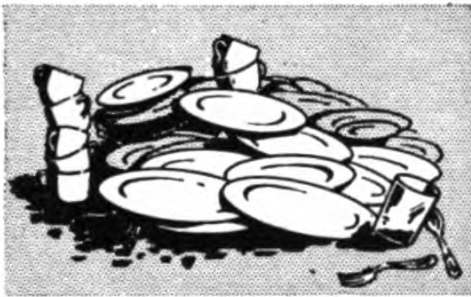


DON'T carry in several plates at one time. **DON'T** stack dirty dishes. **DON'T** rush.

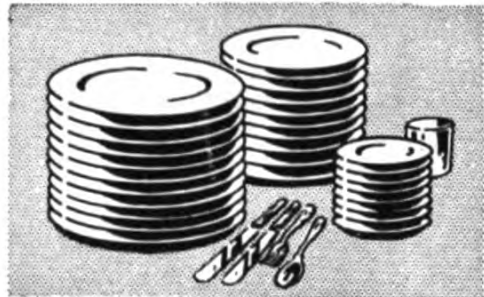


DO take only one or two dishes at a time. Hold plates firmly so they won't slip.

WASHING AND DRYING



DON'T heap dishes on drainboard. **DON'T** try to dry three soapy plates at one time.



DO stack dishes carefully. **DO** dry plates one at a time after rinsing off the soap.

STOWING



DON'T be careless in putting china in storage racks. It may chip, crack, or break.



DO use care in putting plates away. Use special racks for cups and dessert dishes.



The Pantry Boy takes care of silver

POLISH SILVER AT LEAST ONCE A WEEK



Use silver polish and damp, clean rag to clean silver.

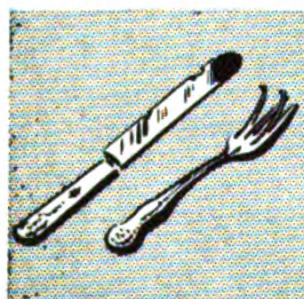


Wash silver in hot water immediately after polishing.



Dry the silver carefully with a dry, clean dish towel.

TAKE REGULAR INVENTORIES OF SILVER



Damaged or lost silver is hard to replace. Take good care of your silver everyday.



Take an inventory once a month. This will cut down on your loss and damage.



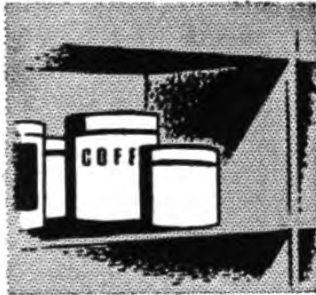
Take special inventories and make surveys of all silverware every three months.

Count the silver once a month—this is called an *inventory*. Every three months a complete check is made on all silver. A report must be made out to show who is to blame for lost or damaged silver.

If you are to blame, you may have to go to Captain's Mast. So be careful!



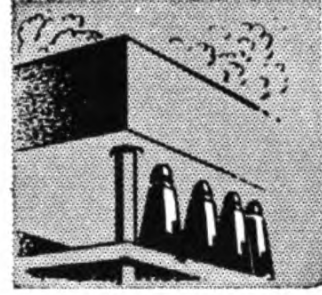
The Pantry Boy keeps food properly



Food stowed on open shelves should be kept covered as protection against dust and dirt.



Store all left-overs away from flies and vermin. Place perishable food in refrigerator.



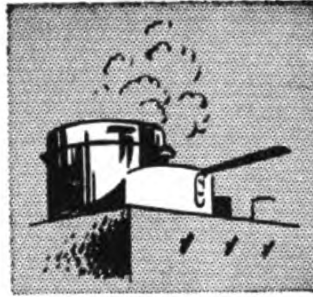
Put salts under steam table to keep salt dry. A few grains of rice in salts also help.



The Pantry Boy helps prepare food



The Pantry Boy helps the Steward. His job may be to make the salads or special dishes.



Keep food warm for the men serving on watch. They will eat late and will want hot food.



DON'T place a silver serving dish in a hot oven to keep food warm —you may get burned!



The Pantry Boy draws stores



You will probably be a member of a working party to draw stores.



You will draw the stores from the several Provision Issue Rooms.



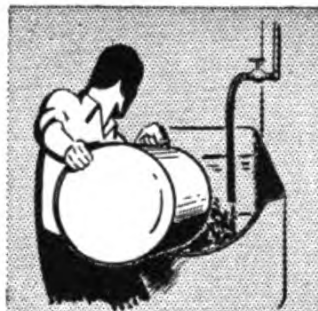
You'll draw stores at hours set by the Chief Commissary Steward.



The Pantry Boy disposes of garbage



DON'T dump garbage overboard or the enemy can pick up your trail.



Follow your ship's regulations. Most ships use a garbage grinder.



When your ship is in port, follow the regulations of that port.



The Pantry Boy takes care of dishcloths and dish towels



DON'T let soiled towels pile up in the corner. Keep them off steampipes.



WASH towels the same day they are used. Boil them in soap and water.



DON'T carry dish towels in your pocket, on your arm, or on your neck.



HANG UP dish towels when you are not using them. Use towel racks.



DON'T allow towels to be used as cleaning rags or as shoe cloths.



BE SURE to use dishcloths and dish towels only for proper purposes.

GALLEY BOYS

are strikers for a Cook's rate. They are selected for cleanliness, willingness to learn and to work.



WHAT DO YOU DO AS A GALLEY BOY?



HELP THE COOKS — As a striker for a Cook's rate, you will get experience in handling and preparing food for the wardroom mess. You will profit by learning to be an expert cook.



KEEP GALLEY CLEAN—Swab the deck at least once a day. Keep refrigerators and all tables and shelves clean. The galley must be kept clean to avoid cockroaches and other insects.

CLEAN MESS GEAR—Ranges, skillets, pots and pans, and all other cooking gear must be kept clean. Never allow rust or grease to accumulate on equipment. Never put pots away dirty.



DRAW STORES—Twice a week, or when needed, working parties draw stores at the hours set by the Chief Commissary Steward. The Cooks will follow the week's menu in ordering stores.



KEEP FOOD PROPERLY — All foods should be well protected from dust and vermin. Put covers on boxes and cans set on open shelves. Put perishable foods in refrigerators.



DISPOSE OF GARBAGE — At sea, follow your ship's regulations for grinding and disposing of garbage. In port, follow the local regulations.

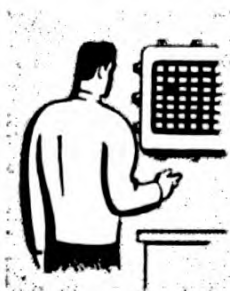




THE WATCH BOY

is responsible to the Head Boy and to the Steward. Relief Boys help Watch Boys on large ships.

WHAT DO YOU DO AS A WATCH BOY?



Answer calls in pantry and in wardroom.



Keep the wardroom in good order always.



Set out food for officers having late watch.



Keep dishes washed and pantry clean.



Take care of chairs which are not being used.



Announce meals and changes in uniform.

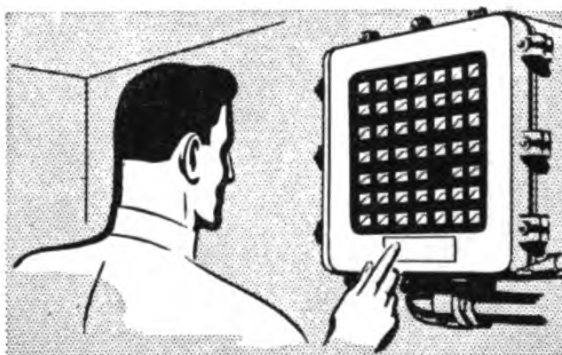


Enforce all wardroom and pantry rules.

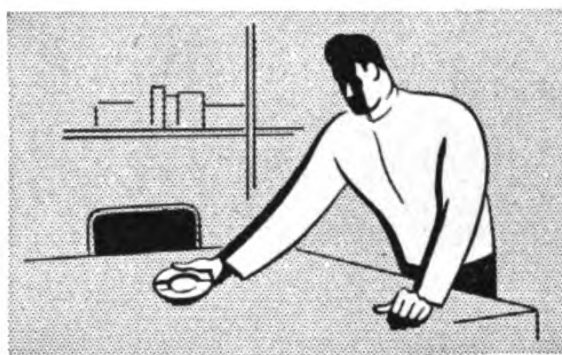


Serve soft-drinks, tobacco as requested.

ANSWER ALL CALLS IN PANTRY AND IN WARDROOM. When on watch, stay in or near the pantry except when answering calls. Return to the pantry as soon as you have answered a call. Keep on your feet and keep busy.



KEEP THE WARDROOM IN GOOD ORDER AT ALL TIMES. Inspect the wardroom every half hour after 0900. Keep the wardroom tidy. Keep deck clean in front of wardroom and pantry. Keep coffee cups cleared from wardroom.



SET OUT FOOD FOR OFFICERS HAVING LATE WATCH. Keep fresh coffee, cream, and sugar ready. Have coffee and sandwiches for officers on watch. In warm weather, fix iced tea or lemonade. In cold weather, have hot soup.

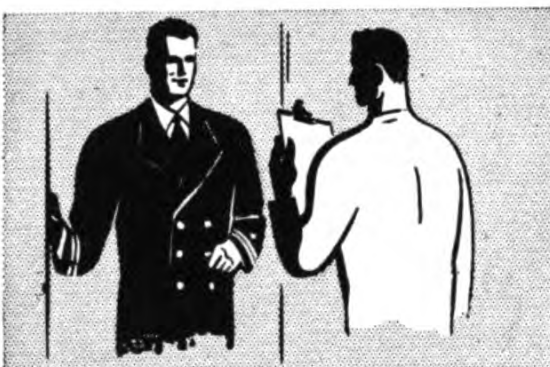


KEEP ALL DISHES WASHED AND THE PANTRY CLEAN. Dirty cups, saucers, and dishes should be gathered up regularly from the wardroom. Wash and dry them in the pantry. Leave everything shipshape after your watch.





TAKE CARE OF CHAIRS WHICH ARE NOT BEING USED. Place chairs on deck as requested. Before going off watch at night, bring in all unused chairs. Before and after movies, all Steward's Mates will help with chairs.



ANNOUNCE MEALS AND ALL CHANGES IN UNIFORMS. When the uniform of the day is changed, the Watch Boy should notify all officers before the officers get dressed. Tell the officers when meals are about to be served.



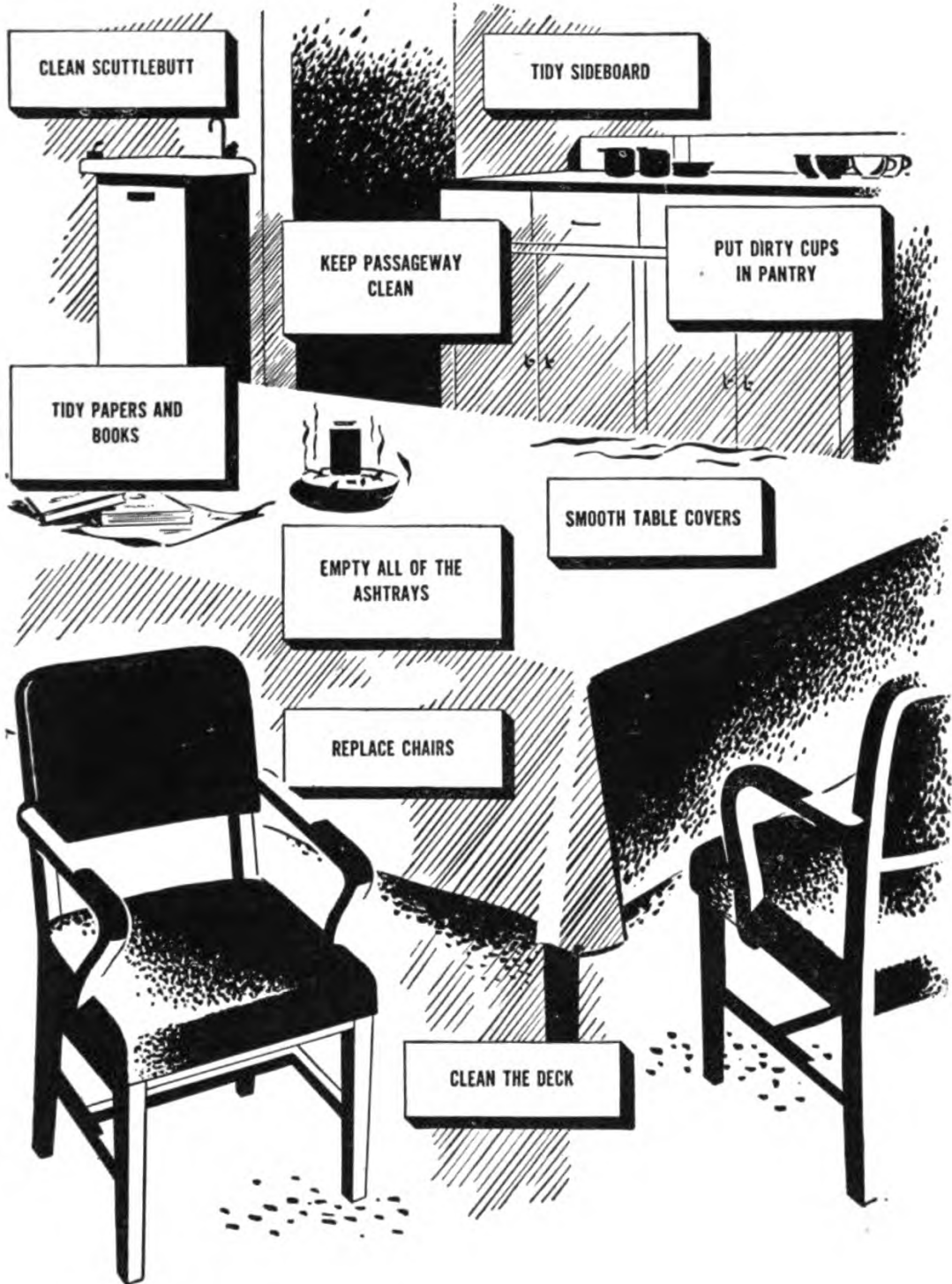
ENFORCE ALL WARDROOM AND PANTRY REGULATIONS. Wear a clean mess jacket and keep it buttoned. The wardroom radio may be used only on officer's order. Enlisted men may not smoke or loaf in the wardroom or pantry.



SERVE SOFT DRINKS AND TOBACCO AS REQUESTED. On some ships, Watch Boys serve soft drinks, cigars, and cigarettes. Be sure to get a chit signed by officer. You will have to turn in these chits to the Cigar Mess Boy.

THE WATCH BOY

Keeps the wardroom in good order.





Chapter 8

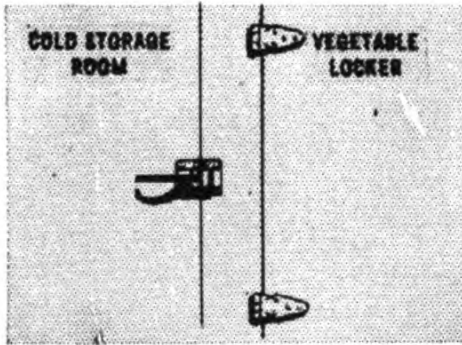
FOOD FUNDAMENTALS



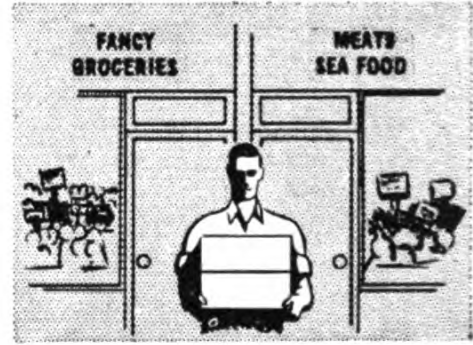
GETTING FOOD

for wardroom mess

Where does the food come from?



THE GENERAL MESS



ASHORE

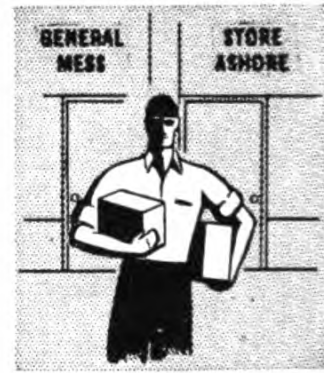
Who decides what food to get?



The Chief Steward makes out menu for a week ahead for the wardroom mess.

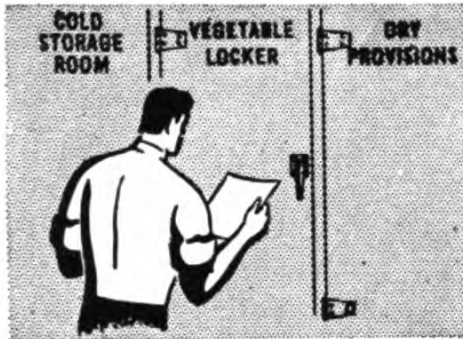


The menu is approved by the mess treasurer and by the executive officer.

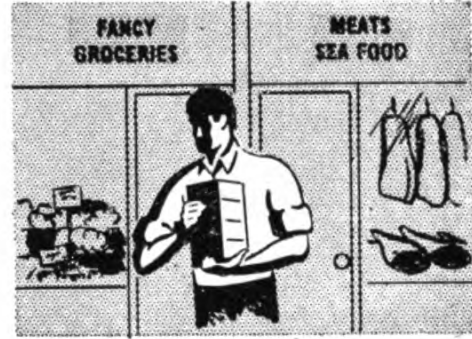


Based on approved menu, food is ordered from the general mess or ashore.

What does the Steward's Mate have to do with this?



You will pick up food from the general mess issue rooms.



You will pick up any special food items bought ashore.

You go to . . .

COLD STORAGE ROOMS

for your supply of meat, eggs, butter, and hard-frozen foods.



DRY PROVISIONS ISSUE ROOM

for staples: cereals, beverages, and canned goods.



VEGETABLE LOCKERS

for your supply of fresh vegetables and of fresh fruits.





MESS BILL

How is food paid for?

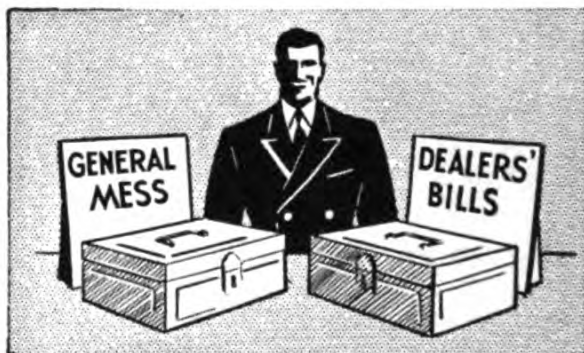
Every officer pays a mess bill each month to meet his share of the cost.



The mess treasurer collects the officer's mess money and keeps the books.



This money is used to pay for food bought from the general mess or ashore.

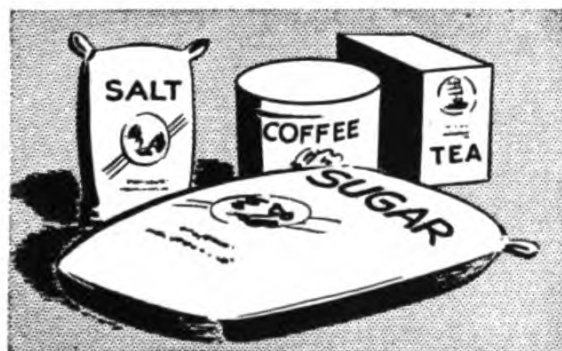


STORING FOOD

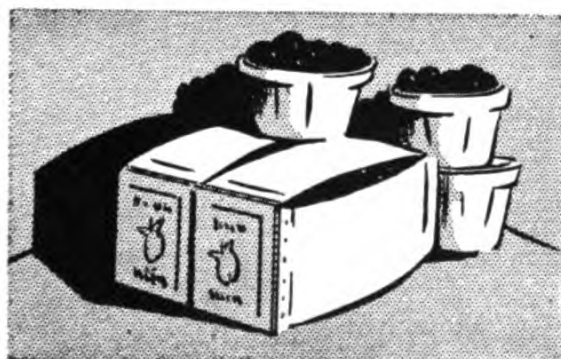
Where is the food kept?



Most of the food will be kept in the ship's storage rooms until you need it.



Many staples which you use every day are kept in the galley and in the pantry.

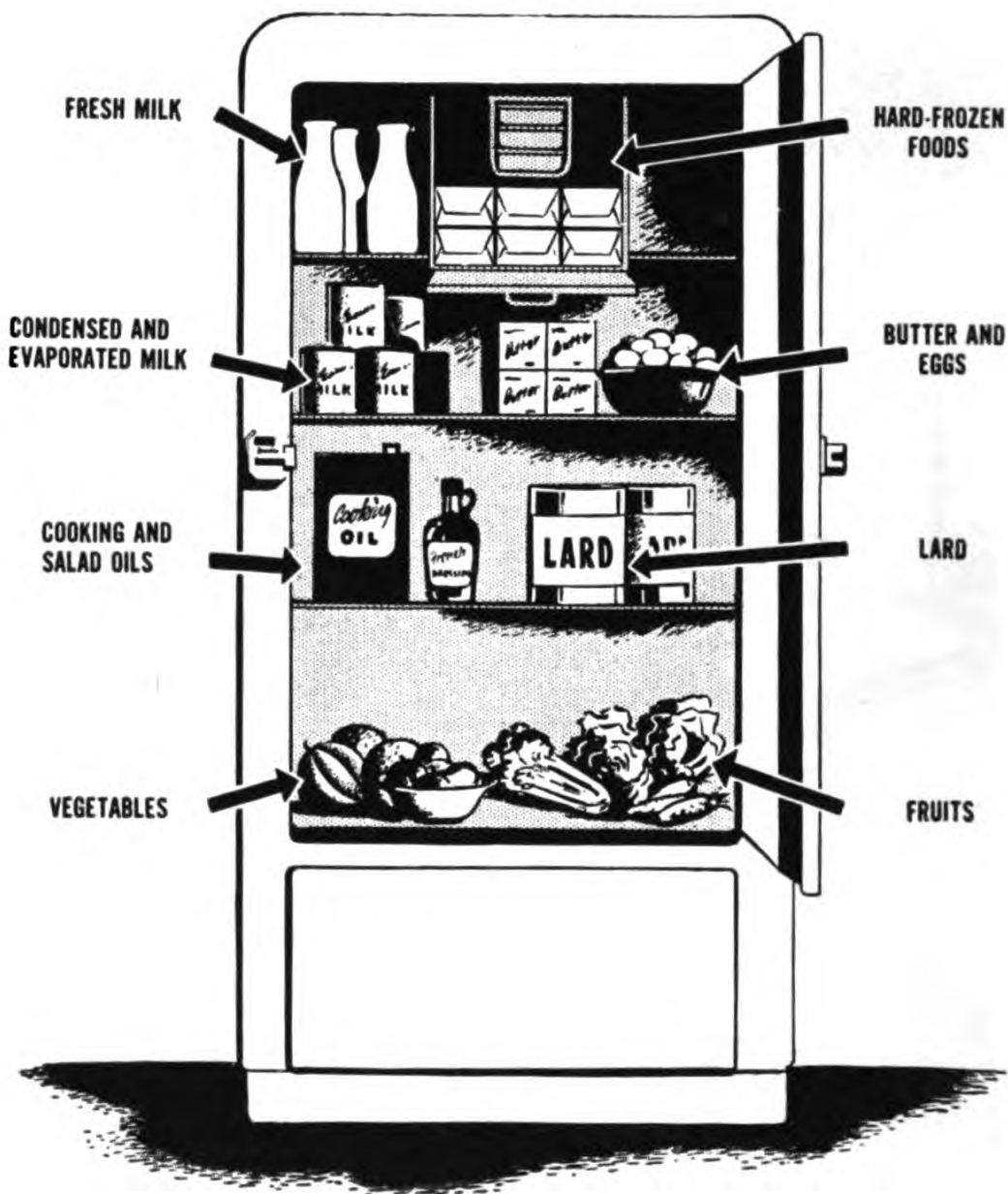


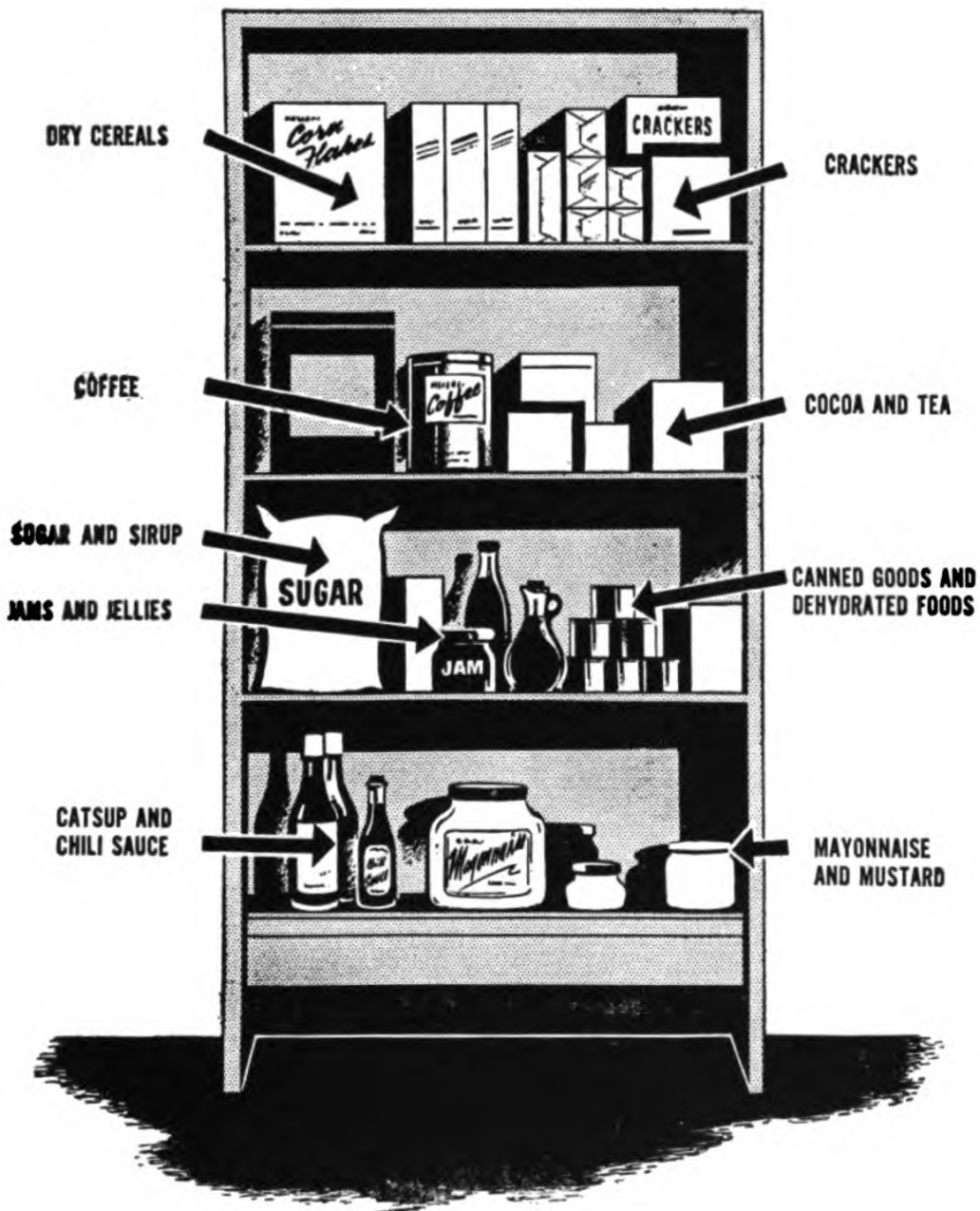
About a two-days' supply of fresh vegetables is usually kept in the galley.

USE THE REFRIGERATOR FOR

perishable foods. Many foods will spoil if left on the open shelves at room temperature. In warm climates and in warm weather, these foods could spoil in a few hours. It is important that they be kept in a refrigerator with the temperature set at just above freezing. This slows down the growth of dangerous insects and bacteria which would cause the food to spoil.

KEEP TEMPERATURE SET AT JUST ABOVE FREEZING





USE CLEAN, WELL-VENTILATED STOWAGE SPACE FOR

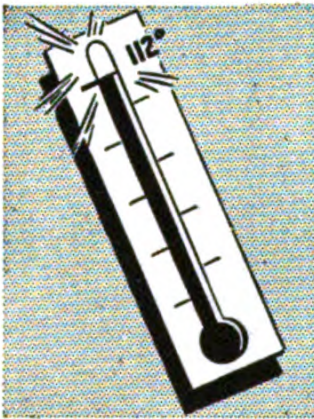
the boxed, canned, and bottled foods shown in the picture above. These foods are not kept in a refrigerator but may be stowed on open shelves at room temperature. However, it is better to keep the temperature moderate since very hot weather may cause some of these foods to spoil. The stowage space should be clean and well-ventilated. This keeps the foods in good condition.

A MODERATE TEMPERATURE IS BEST



TROUBLE

Here's what causes trouble



Temperature too high



No ventilation for fruits, vegetables, canned goods, coffee, tea, eggs



Air leakage in containers



Too dry for fresh foods



Too wet for flour, salt, dehydrated foods



Unclean storage spaces

Here's what you should remember about keeping food



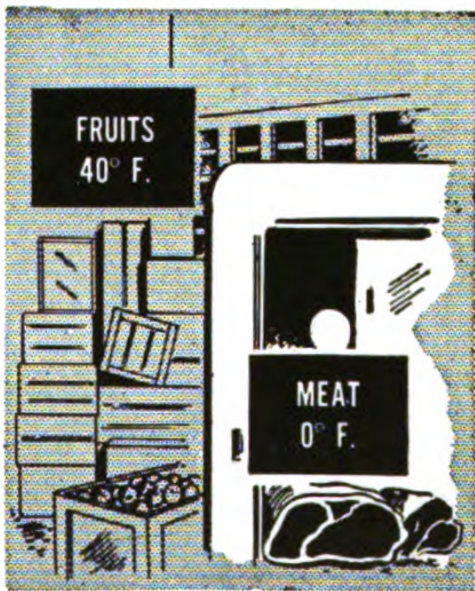
Keep storage spaces clean at all times



Inspect regularly for decay and for insects



DON'T keep extra food in galley or pantry



Keep all the food at proper temperatures



FOOD IS PREPARED

in the galley and in the pantry. Steward's Mates work under Cooks in the galley and under Stewards in the pantry.

Most cooking is done in the galley . . .



SOUPS



MEATS AND FISH

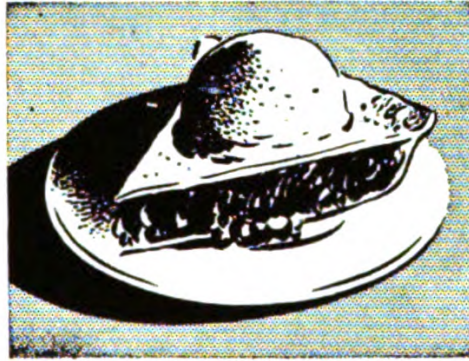


VEGETABLES

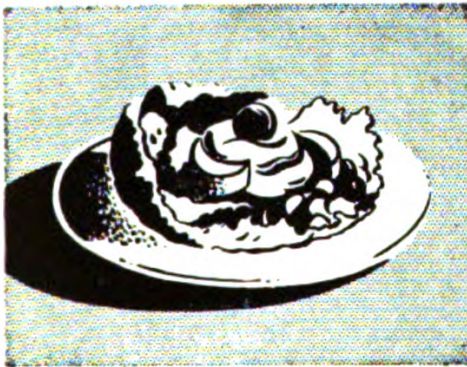
BREAKFAST is prepared in the pantry. Salads, desserts, and beverages are made there, too.



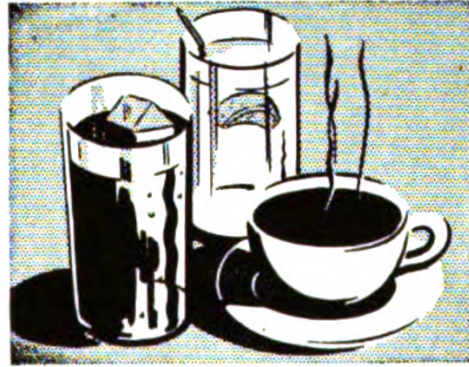
FRUITS



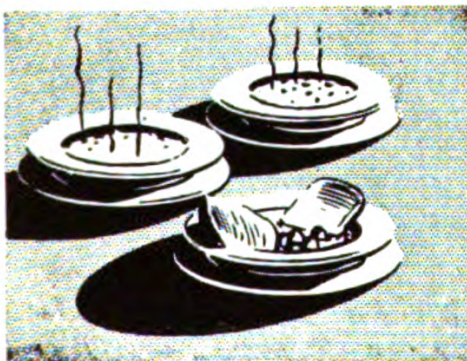
DESSERTS



SALADS



BEVERAGES

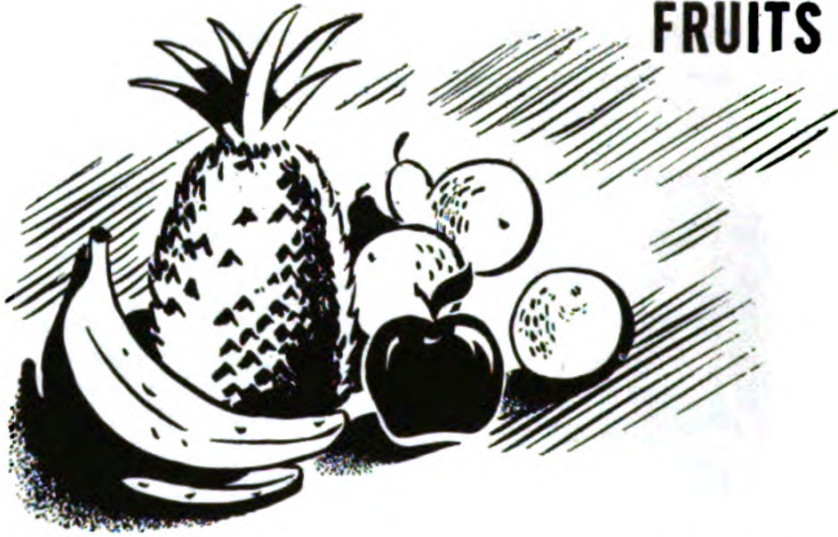


BREAKFAST DISHES



SANDWICHES

FRUITS



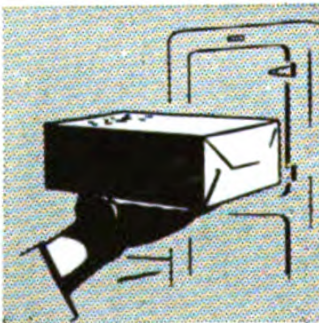
FRUIT JUICES include fresh or canned orange, grapefruit, prune, and pineapple juice.



FRESH FRUITS will include whatever supplies can be secured when your ship reaches port.



CANNED FRUITS will be used most often. A wide variety is probably stocked on your ship.



QUICK - FROZEN FRUITS must be kept frozen until you are ready to thaw them out for use.



DRIED FRUITS are used in many kinds of desserts and salads after water has been added.



DON'T USE STRANGE FRUITS found in foreign ports unless the medical department approves.

DESSERTS



WITH A HEAVY MEAL select a light dessert. With roast beef, potatoes, and beets, you might serve ice cream, gelatin, or mixed fruit cup.



WITH A LIGHT MEAL select a sweeter, richer dessert. You might serve pineapple upside-down cake, apple pie, or chocolate cake squares.



TRY TO GET VARIETY into your desserts. Desserts add the finishing touches to a satisfying meal. Cake, pie, and ice cream are favorites.



SALADS



PREPARING SALAD GREENS



For main part, use lettuce, watercress, young spinach, or cabbage.

For garnish, use parsley, watercress, inner leaves of curly endive.

Sort, trim, wash, and crisp the greens. Get out all of the dirt.

Cover the prepared greens with wax paper and a clean, damp cloth. Set them in pans in the refrigerator to be chilled and crisped.



PREPARING FRUITS AND VEGETABLES



Pick out sound and ripe fruits and vegetables. Then wash them all thoroughly.

Trim and peel if necessary. Cut fruits and vegetables into uniform sizes.

Cook the vegetables that need to be cooked before you use them in the salad.

Cover the prepared fruits and vegetables and place them in the refrigerator to be chilled before using.



USING SALAD DRESSING AND RELISHES



The taste of salad dressings may be varied by adding seasonings and herbs.

For fruit and raw vegetable salads, add the dressing as the very last thing.

For cooked vegetable and potato salads, add dressing one hour before serving.

Relishes make salads more tasty and colorful. Use sliced raw carrots, celery, radishes, olives, and pickles.



MIXING THE SALAD



Put the salad ingredients together in small amounts at a time.

For best results, mix the chilled ingredients just before serving.

Use large fork to mix thoroughly the ingredients and dressing.



Look up pages 185 through 205 in the NAVY COOK BOOK to find out how to make the different kinds of salad.

HINTS FOR GOOD SALADS



To keep lettuce crisp—wash it, wrap it in a damp cloth and set it in the refrigerator.

Use fresh ingredients only—salads will taste better if you do not use left-overs.

Make up salads so they look attractive and colorful—the whole meal will taste better.



Making tasty, attractive salads is a job for an expert. This is a valuable skill which you may learn as a Steward's Mate.

BEVERAGES

**Learn to make good coffee—
it's the Navy brew. The Navy
Cook Book gives full direc-
tions. Look up pages 17, 18,
and 19.**



METHODS OF MAKING COFFEE . . .



**Urn Drip Method or Urn
Bag Method**



**Silex or Vacuum Type
Coffee Maker**



**Percolator Coffee Pot
Method**

TYPES OF GRINDS . . .



**Coffee beans must be
ground before you can
use them to brew coffee.**

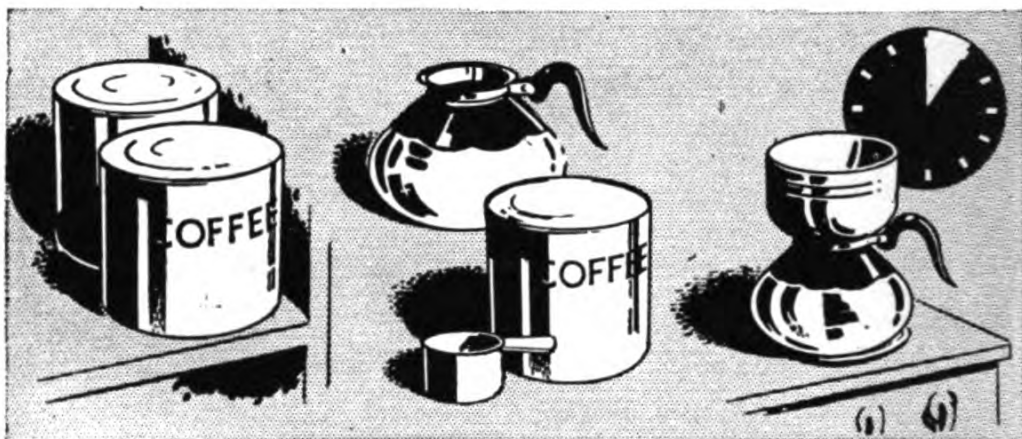


**Use FINE GRIND for the
urn drip method and in
Silex coffee makers.**



**Use REGULAR NAVY
GRIND for urn and for
percolator method.**

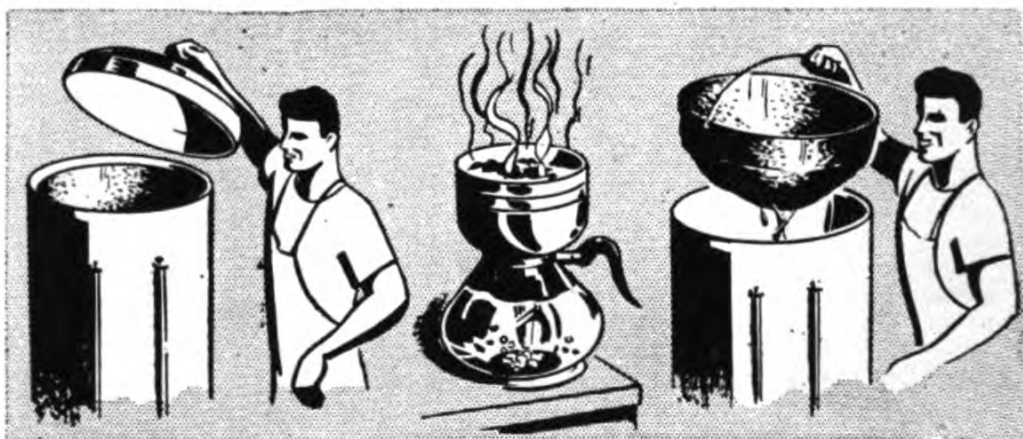
GENERAL RULES *for making good coffee*



Store your supply of coffee in a cool, dry place. Keep the container tightly covered.

Always measure the proper amount of coffee and water. Use fresh coffee for each brew.

For the best results, you should make fresh coffee every hour and keep it piping hot.

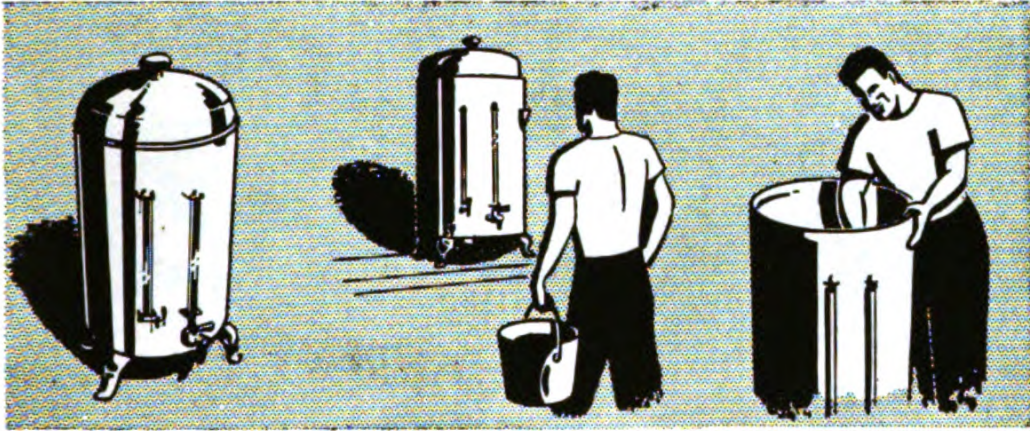


Keep coffee covered while it is being brewed. Flavor and aroma will be saved this way.

Do not keep coffee in contact with boiling water. The flavor and aroma will boil off.

Remove grounds as soon as coffee is made. Seepage from grounds hurts flavor and aroma.

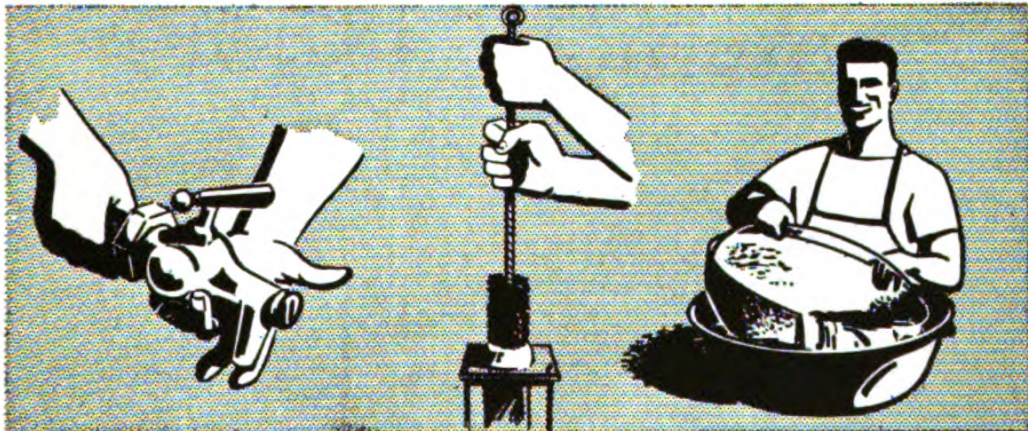
CARE of urn equipment



The coffee urn must be kept spotlessly clean. This is essential for making good coffee.

Each time after the urn is used, it should be washed thoroughly with clear, hot water.

Twice every 24 hours, wash coffee urn with hot water and washing soda. Rinse thoroughly.



Remove faucet daily. Scrub with brush. Use hot water and washing soda. Rinse thoroughly.

Twice a week, clean the glass gauges with a special brush, hot water, and washing soda.

After each use, rinse the urn bag in cold water. Keep bag in cold water when not in use.

CARE of glass coffee-makers

FILTERS



Rinse filter in cold water.



Scald new filter before using.

Never allow filter to dry. Keep it under water. Renew frequently.

BOWLS BREAK EASILY



Wash bowls in clear, hot water. For good coffee, everything must be clean.



DON'T place a glass bowl on heat until outside is thoroughly dry. It may crack.



DON'T let empty bowls stay on heat. Remove them right away or they will break.



DON'T set a hot bowl on a cold surface. Use a mat of rubber, asbestos, or cork.

STOW COFFEE CAREFULLY

Coffee must be fresh to be good

Coffee will keep better if it is stored in air-tight containers which are stowed in a dry, cool place.



Coffee beans which are allowed to get damp become soft and pithy. They lose their flavor and aroma.



Coffee absorbs other smells easily. Keep coffee away from freshly painted places, kerosene, and onions.



Pile sacks of coffee on dunnage or wooden platforms to allow air to get around sacks. Keep dampness out.



MAKING *Hot Tea*



Place tea in muslin bag. Tie bag loosely to permit swelling.

Measure the water. See the Navy Cook Book for right amount.

Heat water until it begins to boil. Then turn off the heat.



Drop tea bag into the water. Put on the cover of the kettle.

Steep about 5 minutes. Remove bag or tea will be too strong.

Serve tea in pitchers which you have warmed up.

MAKING *Iced Tea*

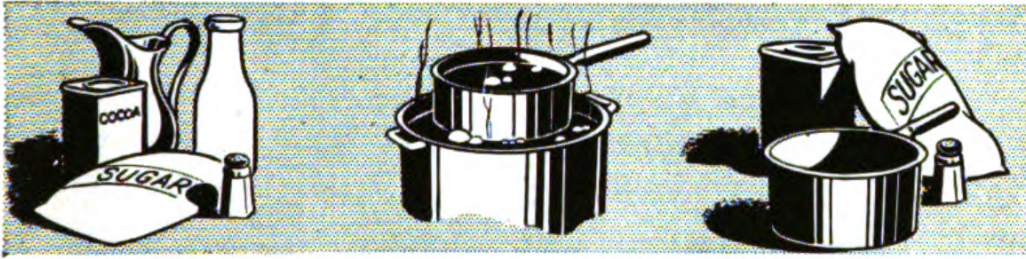


Prepare brew according to directions in the Navy Cook Book.

Sweeten tea when hot. Use $\frac{1}{2}$ cup sugar for each gallon of tea.

Cool. Stir in enough cracked ice to chill. Serve with lemon.

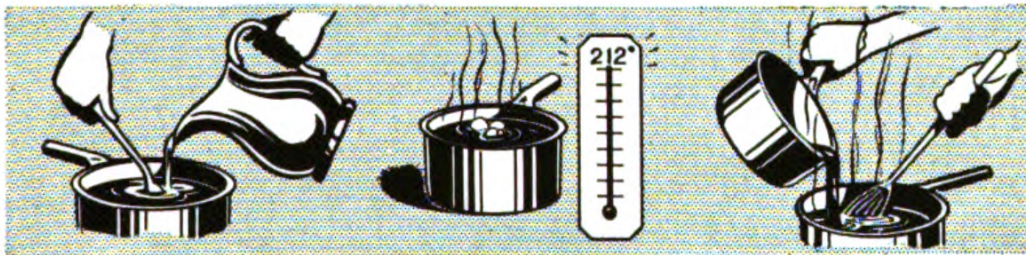
MAKING *Hot Cocoa*



To make hot cocoa you will need milk, cocoa, sugar, salt, and water.

Heat milk to boiling temperature over hot water but do not boil.

In a separate pot mix together the cocoa, the sugar, and the salt.



Add the water gradually so as to make a smooth paste. Keep stirring.

Heat mixture to boiling temperature. Watch that it does not boil over.

Stir the cocoa sirup into the milk. Beat thoroughly with a wire whip.

MAKING *Lemonade*



You will probably use lemon juice powder instead of fresh lemon juice.

Dissolve lemon juice powder and sugar in COLD water. Follow directions.

DON'T use hot or warm water to dissolve powder. Flavor will be spoiled.

BREAKFAST DISHES



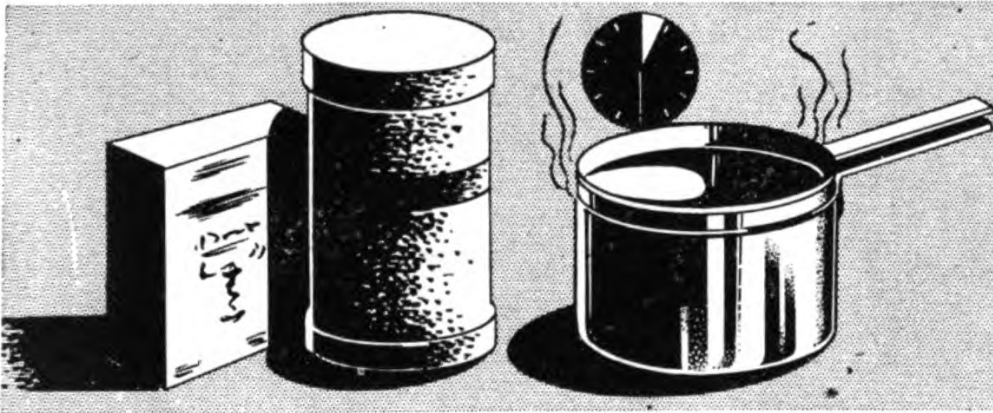
REGULAR CEREALS • *Served Hot*



Regular cereals are made from several different grains such as wheat, oats, corn, rice. The cereal may be rolled oats, cracked whole wheat, corn meal, or farina.

These regular cereals are not cooked in advance and require complete cooking. It is important that you follow directions on the package or in the Navy Cook Book.

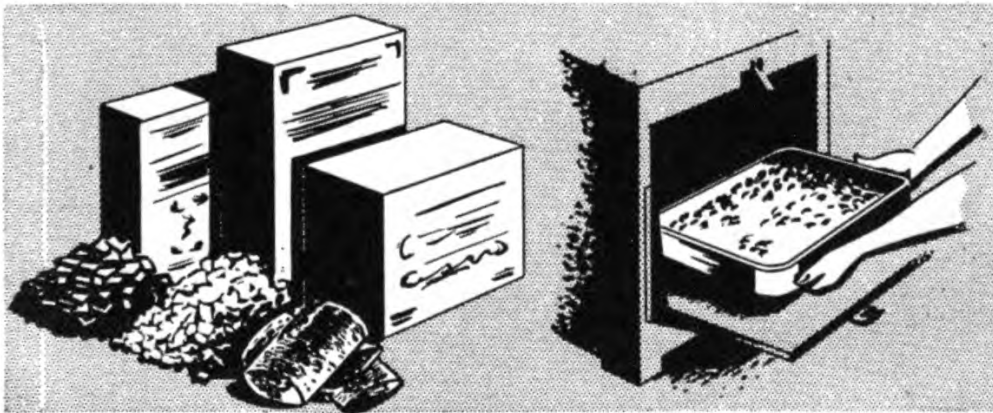
QUICK-COOKING CEREALS • *Served Hot*



Quick-cooking cereals include several kinds such as quick oats, wheatena, and ralston. These cereals are most useful when a hot dish is wanted in a short time.

These quick-cooking cereals have been partly cooked before being packaged at the factory. For this reason they need only a little more cooking to be ready to eat.

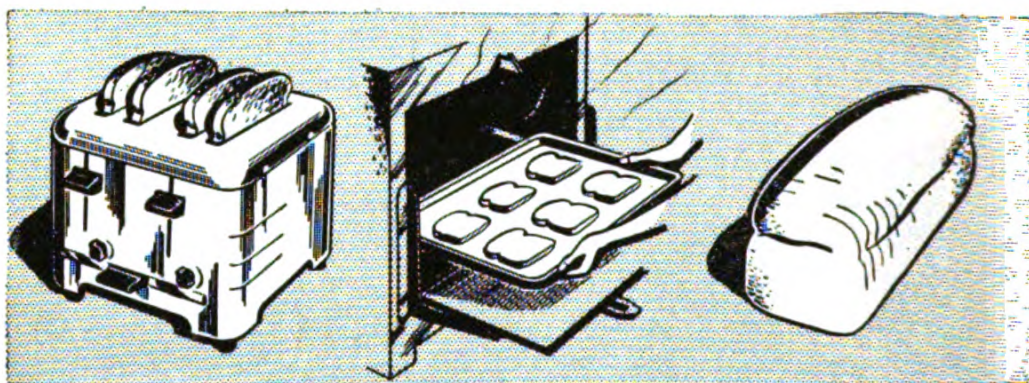
READY TO EAT CEREALS • *Served Cold*



Ready to eat cereals may be made from several different grains—wheat, corn, rice, barley, or rye. They are made in many forms—flaked, granular, puffed, shredded.

These cereals may get damp and soft. They may be recrisped by placing the cereal in baking pans. Then set the pans in a slow oven (350° F.) for about 5 minutes.

TOAST • *Serve it hot and freshly made*



On an automatic toaster you can make fresh toast when the officer asks for it. Butter toast just after it is done.

Don't make too much toast at a time or it will dry out before it is eaten. Butter bread before toasting it in oven.

Use fresh bread for buttered toast. Use day-old bread for dry toast. Ask the officer how he wants his toast.

JAMS, JELLIES, *Preserves, Marmalades*



Set the jelly on the table just before meal-time. In warm weather, jelly gets soft and may run off the dish.

Jams and jellies are popular with every meal. You should set two small dishes of jam or jelly on each table.

In very warm weather or for formal meals, jam or jelly may be served during meal. Use a two-man team.

EGGS *are an important part of the menu . . .*

EGGS may be fresh, frozen, or powdered. Recipes in the Navy Cook Book tell which kind to use. Look up pages 61 through 64.



EGGS may be soft or hard boiled, poached, fried, scrambled, shirred, creamed, or made as an omelet. Serve with ham, bacon, or sausage.

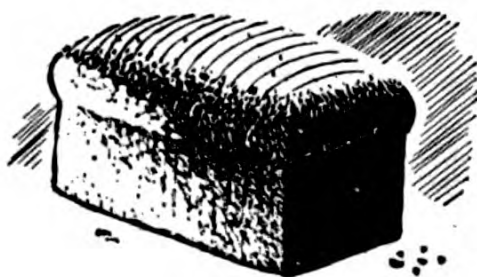
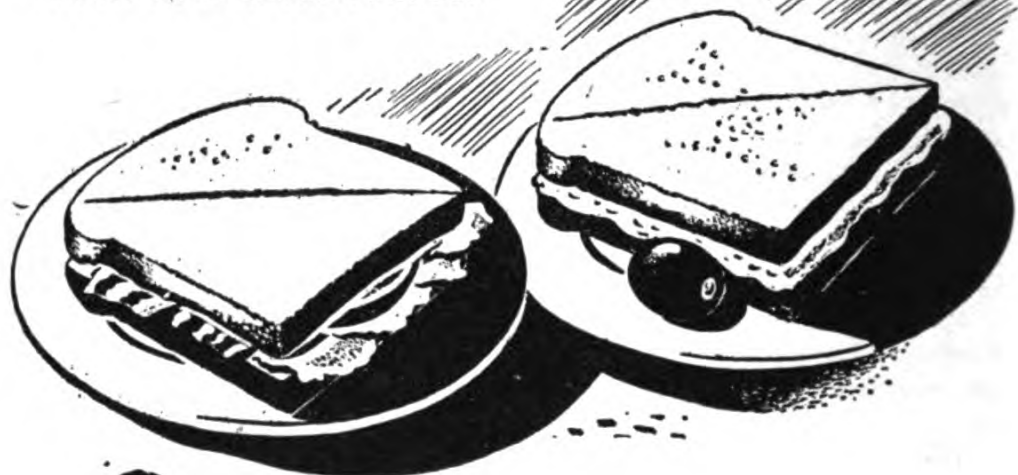


EGGS may be used as the main dish. This is especially true at breakfast. Eggs are used frequently in sauces, salads, meat loaves, and desserts.



SANDWICHES

are regular shipboard fare during General Quarters and on watch. They are also used as a main course.



POINTERS

WORKING SPACE. Allow plenty of working space when you are making sandwiches. Remove unnecessary gear. This will speed up the job.

NECESSARY TOOLS. Have the tools you will need spread out on the table before you begin to make the sandwiches. This will save time and trouble.

BREAD. Don't use bakery-fresh bread. You will find that day-old soft bread is best for making sandwiches. It does not break or crumble easily.

BUTTER...



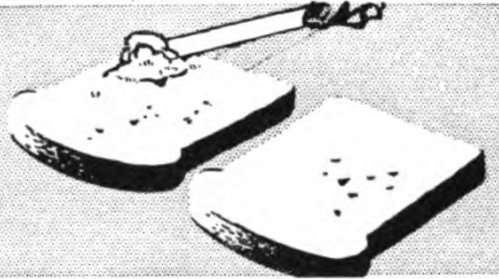
SOFTEN THE BUTTER. Put butter in a warm place to soften it. Do not melt it.



WHIP THE BUTTER to a creamy consistency. It will then spread easily and economically.



MIX BUTTER WITH FILLING. This saves time and one step in making the sandwich,

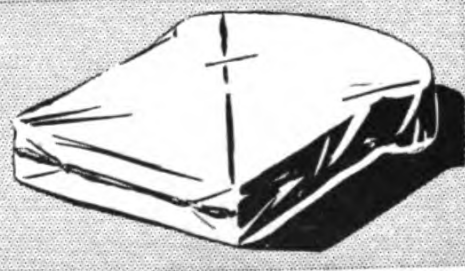


BUTTERING BREAD keeps filling from soaking in. Spread from edges to center.

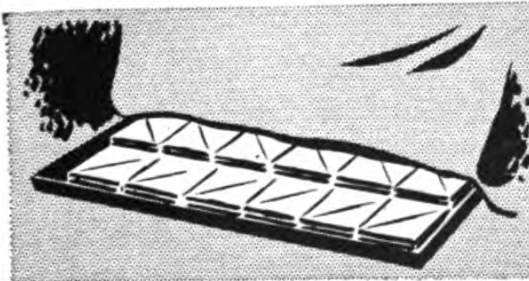
USE THE REFRIGERATOR...



FILLINGS spoil. Keep in refrigerator. Better yet, make just before using.



WRAP SANDWICHES in wax paper. Place them in refrigerator until ready.



WITHOUT WAX PAPER, wrap damp towel around sandwiches. Put in a refrigerator.



ADDITIONS. Add chopped celery, or shredded lettuce or cabbage to soft fillings.

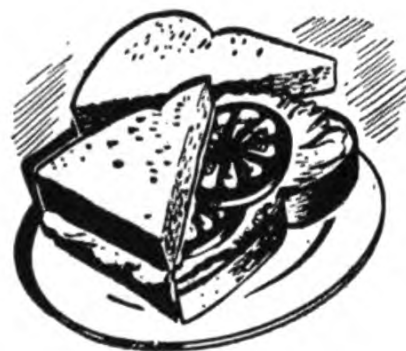
Kinds of SANDWICHES commonly served



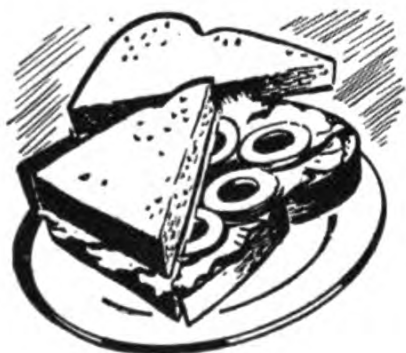
MEAT SANDWICHES. You may use cold ham, bacon, beef, lamb, tongue, or other cooked meats. Cole slaw or chopped raw vegetables, seasoned with salad dressing, will improve the sandwich.



JAM AND JELLY SANDWICHES. Preserves, honey, and peanut butter make good sandwiches. These fillings may be mixed with cheese, or bacon, or ham. Many tasty combinations are possible.



LETTUCE AND TOMATO SANDWICHES. Mayonnaise should be spread on the bread before you put on the tomato slices and the lettuce. Bacon, meat, or chicken may be added to this sandwich.

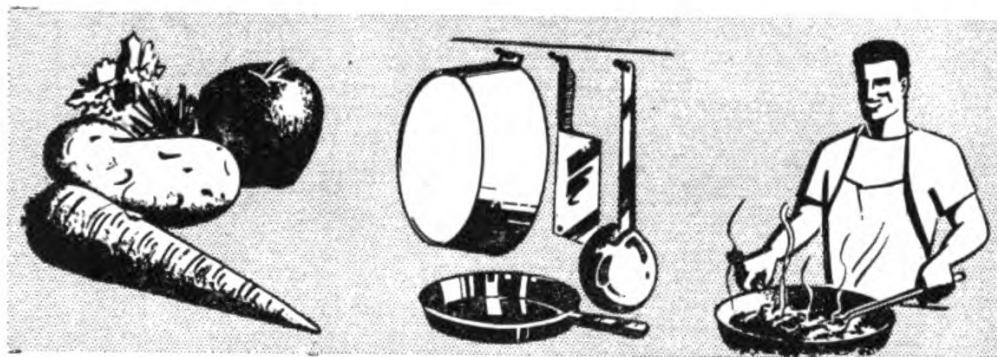


EGG SANDWICHES. Eggs may be sliced and used with lettuce and dressing. They may be chopped fine and mixed with such things as celery, onions, and dressing to make an egg salad filling.

What makes an
APPETIZING MEAL?



Clean Preparation

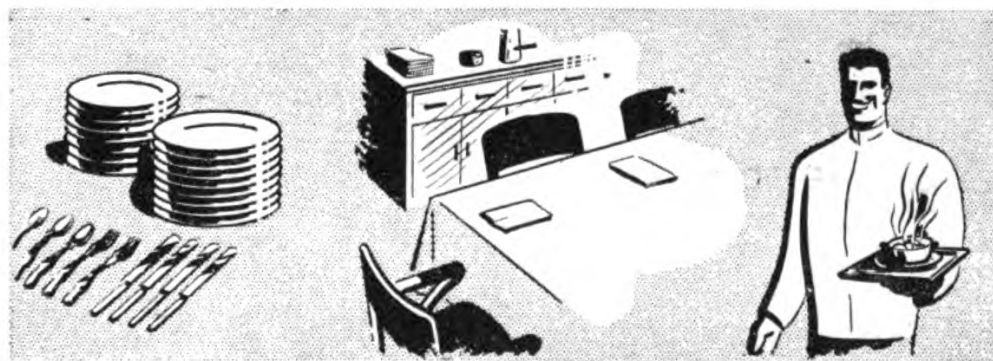


CLEAN FOOD

CLEAN COOKING GEAR

A CLEAN COOK

Clean Service



**CLEAN CHINA AND
SILVER**

**CLEAN TABLE AND
WARDROOM**

**A CLEAN STEWARD'S
MATE**

FOOD POISONING

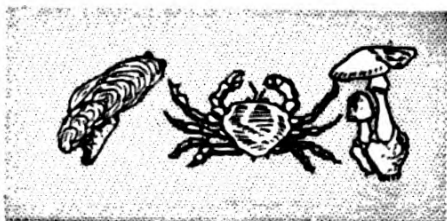
What causes food poisons?



GERMS — (BACTERIA). Foods left out encourage growth of harmful germs.



CHEMICALS. Non-standard cooking utensils may poison the food.



POISONOUS PLANTS OR ANIMALS. These may include mussels, shellfish, mushrooms.

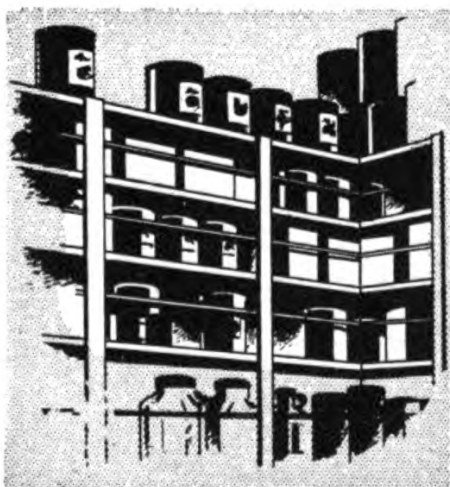
What can a STEWARD'S MATE do about it?



Keep yourself clean always. If you get a cut or infection, don't handle food.



Keep your mess gear clean. Be sure to use only approved Navy cooking utensils.



Keep food stowed properly. Use refrigerator when there is danger of spoilage.



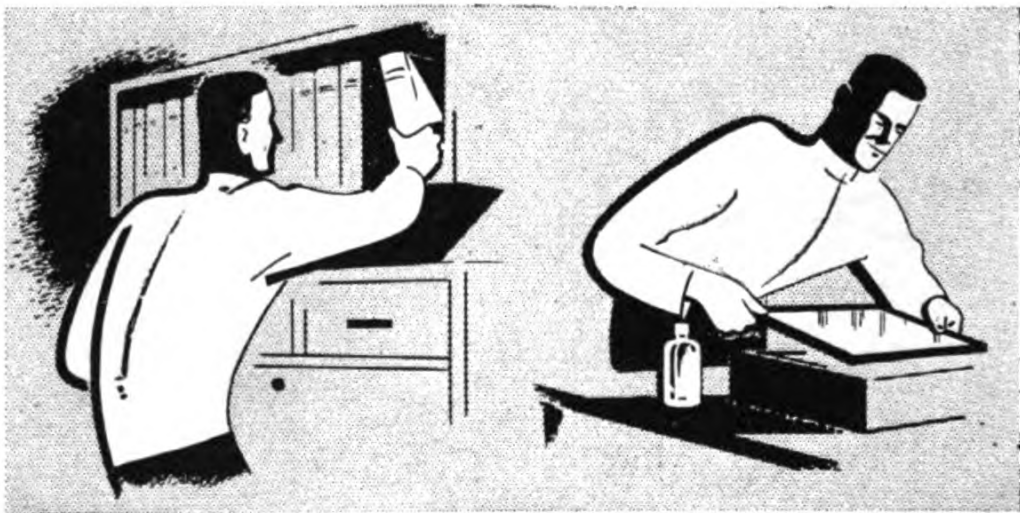
Report immediately to the Steward if you find any food which has turned bad.

SECURING FOR SEA

means stowing gear so it will not shift when the ship pitches and tosses.



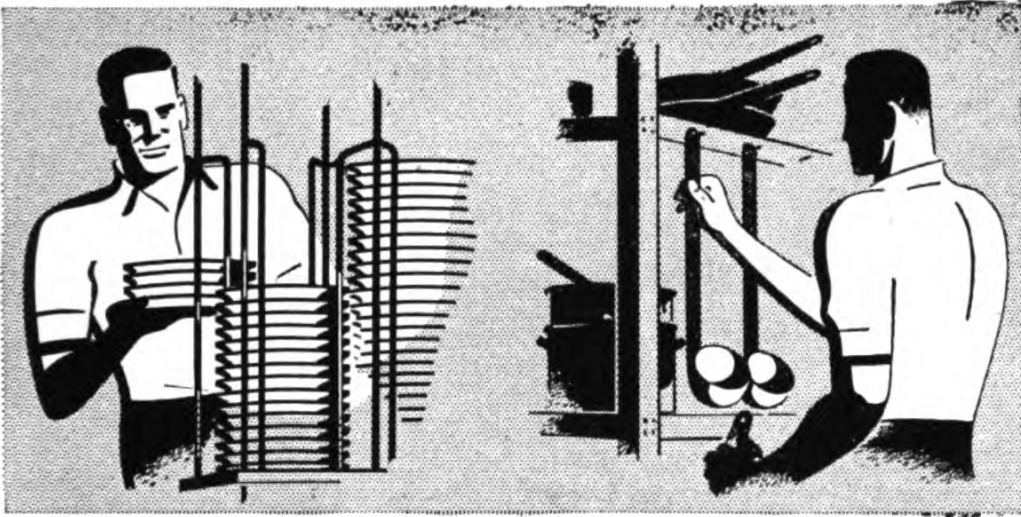
IN WARDROOM ...



Put books in book cases. Remove all fancy ornaments, vases, and glass-covered pictures.

Put serving dishes, platters, and all other silverware carefully in the places assigned.

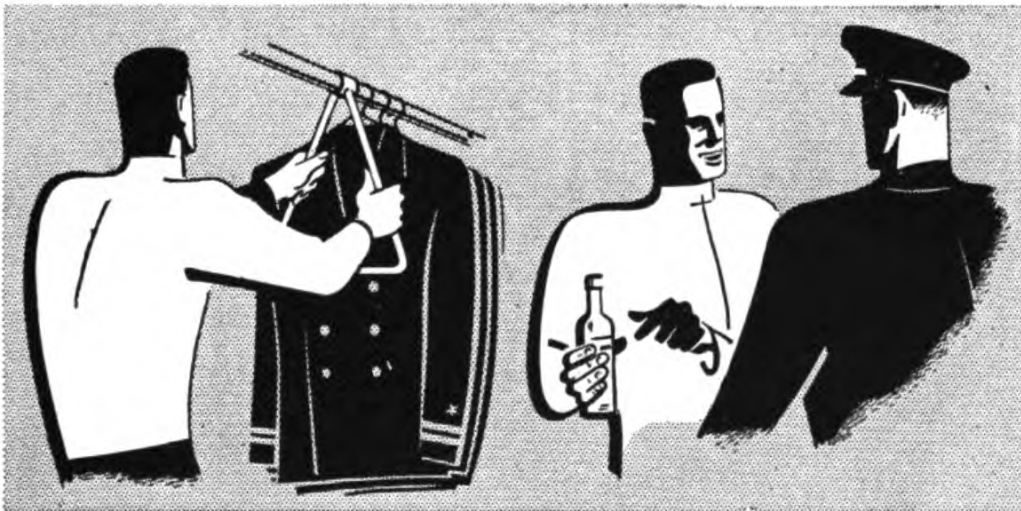
IN PANTRY ...



Stack all dishes, cups and saucers, cream and sugar pitchers carefully in the sea racks.

Stow all of the pots, pans, ladles, and other kitchen utensils so they won't get loose.

IN STATEROOM ...



Push the holding bar in clothes locker against uniforms to hold them tightly in place.

Stow officers' gear so it can't shift. Call officers' attention to breakable ornaments.

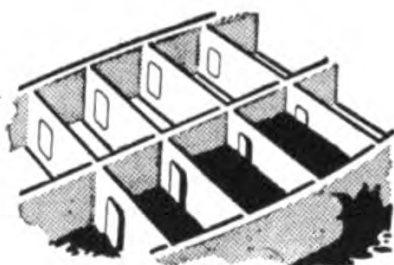
Quiz for **STEWARD'S MATES**

Chapter 1

MILITARY DUTIES



1. Do you salute when an officer speaks to you?
2. Do you salute when you are uncovered?



3. Why must water-tight doors be closed in combat zones?
4. Does the ship in this picture have water-tight integrity?

BERTHING LOCATION	BUNK NO	LOCKER NO
A - 421 - L	10	10
A - 421 - L	15	15
A - 421 - L	1	1
A - 420 - L	44	44
A - 420 - L	50	60

5. What does "WQS bill" mean?
6. What does this part of the WQS bill tell you?



7. Where do you find out your station for abandon ship drill?
8. Should you take your time getting to your station?

Chapter 2

STEWARD'S MATE'S RATE



1. Can a Steward's Mate become a Cook?
2. Can a Steward's Mate become a Steward?



3. Does the Steward's Mate work in the
 - (a) Warrant Officers' Mess?
 - (b) Chief Petty Officers' Mess?
4. What is meant by "Field Day"?

5. How much is your monthly pay on sea duty if you are a
 - (a) StM2c?
 - (b) StM1c?
 - (c) St 3c?



6. Does a Steward's Mate receive an Initial Cash Clothing Allowance?

7. Does the government help take care of your family?
8. What do the letters NSI stand for?



Chapter 3

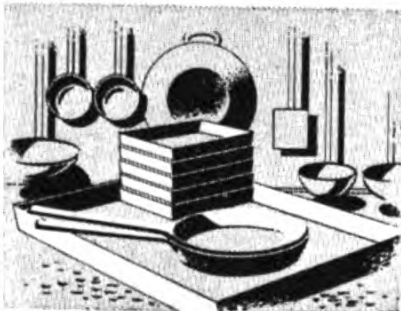
KEEPING CLEAN



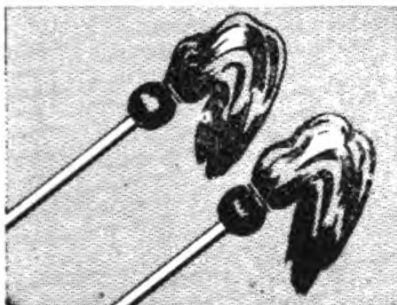
1. Should you bathe every day and keep your hands clean at all times?
2. How often should you have your hair cut?



3. Are Steward's Mates the only ones who help clean ship?
4. What part of the ship do Steward's Mates clean?



5. What is "mess gear"?
6. Why should mess gear be kept clean?



7. What is "cleaning gear"?
8. Should cleaning gear be kept clean?

Chapter 4

STATEROOM DUTIES

1. Do you dust before or after cleaning the deck in an officer's room?
2. Do you sweep and dust every day or on Field Day only?



3. When the officer leaves his watch and wallet on the desk, should you pick them up and take them to the officer?
4. Should you ever move an officer's letters, valuables, and his other private property?



5. Is it right or wrong to use a damp rag and saltwater soap for cleaning paintwork?
6. Is it right or wrong to wash paintwork with a clean rag and hot, soapy water?



7. Does wide hem of sheet go at head or at foot of the bed?
8. Should the hem be placed even with the head of the bed?





9. What do you do with the extra length of sheet and blanket?
10. How do you tuck under the sheet and blanket?



11. Do you put away the officer's clean laundry?
12. How often do you take dirty laundry to the ship's laundry.



13. Should you pack a bottle of ink?
14. What is the secret of good packing?



15. How often do you swab the state-room deck?
16. Do you leave the deck wet?

Chapter 5

OFFICERS' UNIFORMS

1. How do you tell rank on
 - (a) blue uniforms?
 - (b) white uniforms?
 - (c) working uniforms?



2. Which officers wear 2 silver bars?
3. Which officers wear a silver eagle?



4. When do you clean officers' uniform?
5. Should you try to remove shine from serge uniforms?



6. What will remove rust stains?
7. Should you be extra careful in removing rust?



Chapter 6

WARDROOM DUTIES



1. Who is President of the wardroom mess?
2. To whom are you responsible?



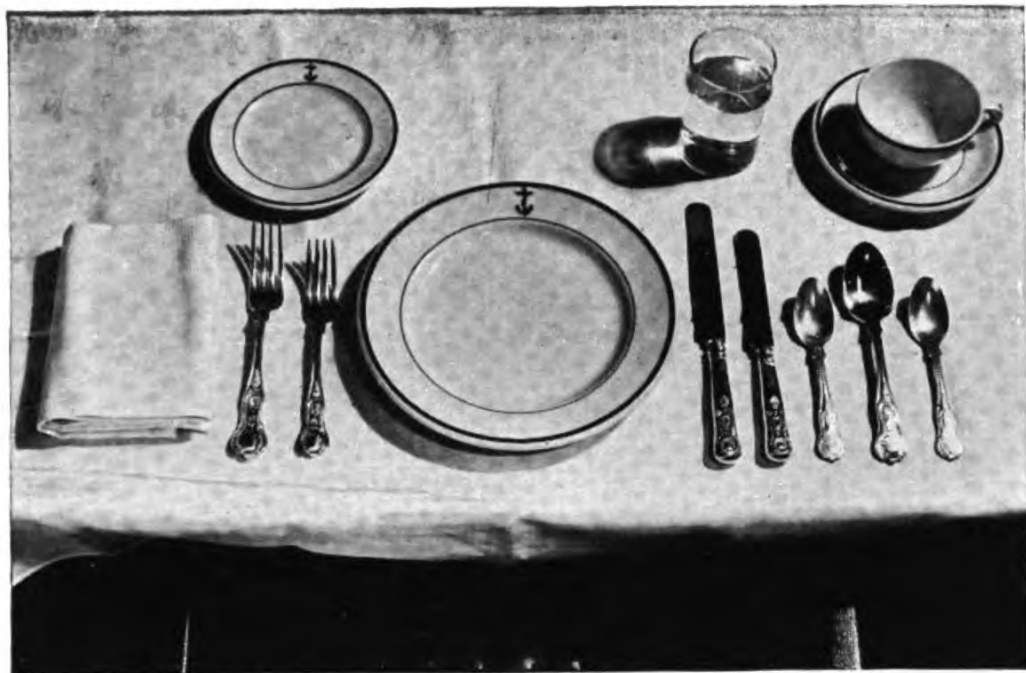
3. How often do you swab the wardroom deck?
4. When do you wash paint?



5. How far apart should you set chairs at the wardroom table?
6. How are chairs placed on crowded ships?



7. During mealtime where do you stand if you are in charge of keeping water glasses filled?
8. Where should you stand if you are in charge of bread and butter?



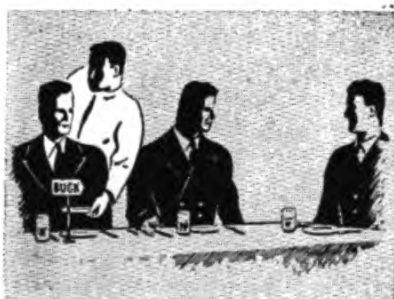
9. Do you place spoons to the right or to the left of the knives?
10. What is the center of the cover?
11. Does the open side of napkin face inboard or outboard?
12. How far from table-edge should you line up silver and plate?
13. What silver should you set out for
 - (a) main course?
 - (b) sliced peaches?
 - (c) bread and butter?
 - (d) coffee?
14. According to the general rule for placing silver, should the teaspoon for breakfast grapefruit be placed outside the cereal spoon for cereal?
15. If grapefruit, cereal, and coffee are to be served, is silver placed correctly in this picture?



16. Where should the guest of the ship be seated?
17. Where should the guest of an officer be seated?



18. Where does the executive officer sit?
19. Do higher ranking officers sit nearer the executive officer or nearer the mess treasurer?



20. Whom do you serve first when
- (a) no guests are present?
 - (b) one guest is present?
 - (c) more than one guest is present?



21. From which side of the officer should you serve
- (a) main course?
 - (b) salad course?
 - (c) coffee?
 - (d) dessert?

22. When serving, should you stand directly behind the officer or to one side?

23. Should you hold the tray on your arm or on your fingertips?



24. How can you find out what is being served for breakfast?

25. Do you serve coffee as soon as the officer sits down?



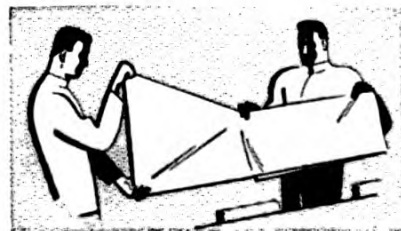
26. What is the name for the
(a) mid-day meal?
(b) evening meal?

27. Can either dinner or supper be a light meal?



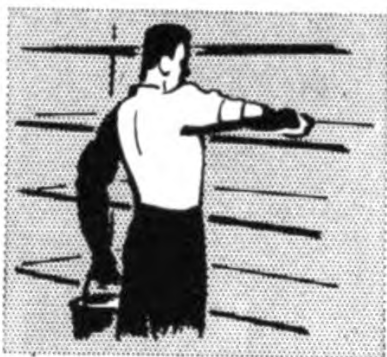
28. Should the tablecloth be folded or rolled up before you put it away?

29. Should the table pad be rolled up or folded before you put it away?



Chapter 7

PANTRY DUTIES



- 1. How often should you clean the pantry shelves?**
- 2. Can you do a good cleaning job if you leave food on the shelves?**



- 3. Is it good practice to carry a clean towel on your arm when serving?**
- 4. When should towels be used as shoe-shining cloths?**



- 5. Where does the Galley Boy work?**
- 6. Where does the Pantry Boy work?**

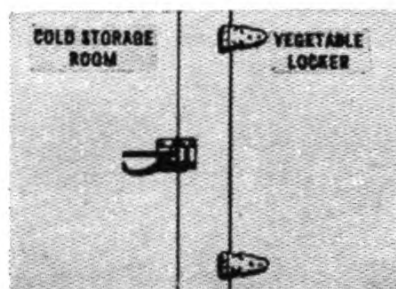


- 7. Does the Watch Boy ever leave the pantry and wardroom during his watch?**
- 8. Is watch a good time to catch up on sleep?**

Chapter 8

FOOD FUNDAMENTALS

1. Does all food for the wardroom mess come from the general mess stores?
2. Where is most of the food is kept?



3. Should butter and eggs be kept on the open shelves or in a refrigerator?
4. How often should you clean the refrigerator?

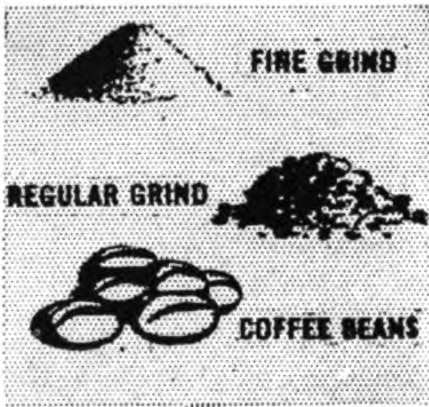


5. Should dry cereals and canned goods be kept in the refrigerator or on open shelves?
6. Why must shelves be kept clean and well-ventilated?



7. Is most of the food for the wardroom mess prepared in the galley or in the pantry?
8. What meal is usually prepared in the pantry?





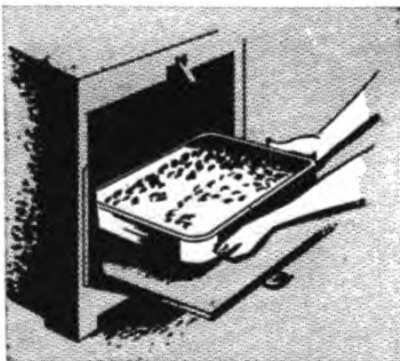
9. Where can you find full directions for making coffee?
10. What coffee grind do you use for making coffee in a Silex?



11. Should you guess at the amount of water and coffee to be used?
12. Should you use the same coffee twice?

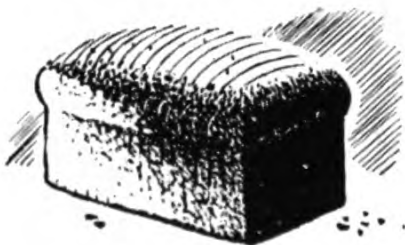


13. Should you boil tea?
14. For iced tea, do you add sugar when the tea is hot or cold?

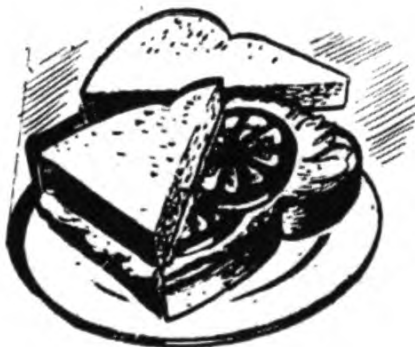


15. What is meant by "quick cooking" cereals?
16. Can dry cereals be re-crisped?

17. Is fresh bread best for sandwiches?
18. Is it a good idea to soften and whip the butter before spreading it on the bread?



19. Should you wrap sandwiches in wax paper?
20. What do you do if you do not have wax paper?



21. What do you do if you find any spoiled food?
22. Does dirt breed germs?



23. Does "securing for sea" mean getting stores aboard?
24. Does "securing for sea" mean preparing for rough weather?



ANSWERS

Chapter 1

MILITARY DUTIES

1. Yes, if covered.
2. No. Stand at attention.
3. To prevent spread of flooding if ship is damaged.
4. No, several compartments are being flooded.
5. Watch, Quarter and Station bill.
6. Where your living quarters are.
7. On the WQS bill.
8. No, get there on the double.

Chapter 2

STEWARD'S MATE'S RATE

1. Yes.
2. Yes.
3. a) Yes b) No.
4. A complete cleaning.
5. a) \$64.80 b) \$79.20 c) \$93.60.
6. Yes, \$143.20.
7. Yes.
8. National Service Life Insurance.

Chapter 3

KEEPING CLEAN

1. Yes, because you will handle plates, silver, and food. Health must be protected.
2. Once a week.
3. No, every division must keep some part of the ship clean.
4. Officers' country.
5. Equipment used for preparing and serving food.
6. To protect health.
7. Equipment used in keeping your ship clean.
8. Yes, so you can do an easier and better cleaning job.

Chapter 4

STATEROOM DUTIES

1. After.
2. Every day.
3. No, leave them alone.
4. Only to dust and then put them back in the same place.
5. Wrong.
6. Right.
7. Head.
8. Yes.
9. Tuck it under foot of mattress.
10. Use a square corner.
11. No, spread it on the bunk so the officer can count it and put it away.
12. Usually once a week.
13. No, it might break or leak.
14. Pack everything tightly to prevent shifting.
15. Usually twice a week.
16. No.

Chapter 5

OFFICERS' UNIFORMS

1. Look at
 - a) sleeves.
 - b) shoulder boards.
 - c) shoulder boards.
2. Lieutenants.
3. Captains.
4. Only when the officer tells you.
5. No, get the tailor to do it.
6. Oxalic acid.
7. Yes, oxalic acid is poisonous.

Chapter 6

WARDROOM DUTIES

1. The executive officer.
2. To the Steward and to the mess treasurer.
3. At least once a day but more often if needed.
4. On Field Day once a week.
5. 6 inches.

WARDROOM DUTIES— Cont.

6. Chairs must be pushed close together.
7. Near serving table when not busy.
8. Near serving table so you can see when second helpings are needed.
9. Right.
10. The service plate.
11. Inboard toward service plate.
12. 1 inch.
13. a) table knife and table fork.
b) dessert spoon.
c) dessert knife.
d) teaspoon.
14. Yes, it will be used first.
15. Yes.
16. To the right of the executive officer.
17. To the right of the officer.
18. At the head of number one table.
19. Nearer the executive officer.
20. a) The officer with Buck in front of him.
b) The guest.
c) The guest of the senior officer.
21. a) Left b) Left c) Right d) Left.
22. To one side.
23. Fingertips.
24. Look at menu posted in pantry.
25. No. Ask the officer when he wants his coffee.
26. a) Dinner b) Supper.
27. Yes.
28. Folded in original creases.
29. Rolled up so there won't be any creases to show through the tablecloth

Chapter 7

PANTRY DUTIES

1. Twice a week.
2. No, remove all stores when cleaning.
3. No.
4. Never.
5. In the wardroom galley helping the Cooks.
6. In the wardroom pantry helping the Stewards.
7. Yes, but only to answer calls from officers.
8. No. Keep on your feet and keep busy.

Chapter 8

FOOD FUNDAMENTALS

1. **No. The wardroom mess may buy some foods at regular shops on the beach.**
2. **In the ship's storage rooms.**
3. **In a refrigerator.**
4. **Once a week but meat and poultry refrigerators should be cleaned every day.**
5. **On open shelves that are clean and well-ventilated.**
6. **To keep food from spoiling and to keep insects away.**
7. **In the galley.**
8. **Breakfast.**
9. **On pages 17-19 of the Navy Cook Book.**
10. **Fine grind.**
11. **No. Measure amounts carefully.**
12. **No. Use fresh coffee for each brew.**
13. **No. Turn heat off when water boils; then put in the tea.**
14. **Hot.**
15. **They are partly cooked when you get them in the package.**
16. **Yes, set them in shallow pans in a slow oven.**
17. **No. Use day-old bread.**
18. **Yes. It will then spread easily and economically.**
19. **Yes, to keep them fresh.**
20. **Wrap the sandwiches in a damp towel.**
21. **Report it immediately to the Steward.**
22. **Yes. Keep yourself and your gear clean at all times.**
23. **No. It means stowing gear so it cannot shift around.**
24. **Yes.**

QUALIFICATIONS *for Steward's Mates*

STEWARD'S MATE, SECOND CLASS

A Steward's Mate, second class, must be conversant with general naval subjects required of all men in the Navy (D-5203), and in addition be able to keep rooms and compartments assigned to him in clean condition, know how to serve at table in an officers' mess, understand the operation of ship's laundry and orders in regard thereto, and be familiar with the various uniforms of commissioned officers.

STEWARD'S MATE, FIRST CLASS

(A) PRACTICAL FACTORS.

- (a) **SUPERVISION.**—Demonstrate ability to direct other Steward's Mates as to serving at table in an officers' mess.
- (b) **FOOD PREPARATION AND SERVICE.**—Demonstrate ability to act as head pantry boy in officers' mess and assist the Steward in preparation and service of food. Should be able to take charge in absence of Steward.
- (c) **ENGLISH.**—Demonstrate ability to speak English with fair ability.
- (d) **D-5211.01 (1).**

(B) EXAMINATION SUBJECTS.

- (a) **CATERING.**—Have a general knowledge of catering for officers' mess.
- (b) **D-5211.01 (1).**

INDEX

INDEX

- Abandon ship drill, 8
- Allowances, clothing, 20
 - family, 21
- Appearance, personal, 31

- Baggage, officers', 54, 55
- Base pay, 19
- Battle stations, examples, 5
 - 20mm gun team, 4
 - WQS bill, 7
- Bed, how to make, 49
 - linens, changing, 53
- Beverages, 165-171
- Blood stains, removing, 72
- Blue uniforms, officers', 60, 61
- Breakage of china, 136
- Breakfast, dishes for, 172, 173
 - servings, 112, 113
 - silver for, 91
- Bridge coats, 66
- Bright work, 47, 83
- Brush brooms, stowing, 39
- Buck, 104
- Buttons, cleaning, 77
 - polishing, 71

- Care of china, 136
 - dishcloths and towels, 141
 - glass coffee makers, 168
 - linen, 122, 123
 - napkins, 122
 - table cloths, 123
 - table pads, 123
 - urn equipment, 167
- Carrying a tray, 109
- Cash clothing allowance, 20
- Cereals, 172, 173
- Chairs, care of, 144, 146
 - placing, 86
- Changing bed linens, 53
 - towels, 53
- China, cleaning and care, 136
 - handling, 137
 - used afloat, 90
- Chocolate, removing, 75
- Cigar mess boy, 126, 127
- Clean hands, 30
- Cleaning buttons, 77
 - china, 136
 - deck, 45
 - embroidered insignia, 76
 - gear, 36-39
 - metal insignia, 76
 - officers' clothes, 71
 - paintwork, 48
 - pantry, 134
 - pots and pans, 135
 - refrigerators, 135
 - room, 44
 - schedule, weekly, 24, 25
 - stations, 7, 32
 - white shoes, 71
- Cleanliness, personal, 29
- Clearing table and wardroom, 120, 121
- Clothing allowance, 20
- Coat, folding a, 56, 57
- Cocoa, 171
- Coffee, 165-169
 - stowage, 169
- Coffee makers, 34
- Collision drill, 8
- Corps devices, 67
- Cover, setting a, 87

- Daily care of stateroom, 43
 - of wardroom, 82, 83
 - schedule, 26
- Deck division cleaning station, 32
- Demi-tasse, 111, 117
- Dependents' allowance, 21
- Desserts, 161
- Dinner silver, 92
- Dish cloths, care of, 141
 - towels, care of, 141
- Dishes, removing, 106, 119
 - used afloat, 90
- Disposing of garbage, 140, 143
- Drawing stores, 140, 143
- Drills, 8, 9
- Drying a swab, 39
- Dust cloths, washing, 38
- Duties of cigar mess boy, 126, 127
 - of galley boys, 142, 143
 - of head boy, 124, 125
 - of pantry boys, 132-141
 - of pantryman, 130, 131
 - of steward's mate, 23
 - of watch boy, 144-146

- Eggs, 175
- Embroidered insignia, cleaning, 76
- Engine room force cleaning station, 32

- Family allowance, 21
- Filling for sandwich, 177, 178
- Fire drill, 8
- Fire and rescue drill, 9
- Fogey, 20

- Folding a coat, 56, 57
- Food, paying for, 152
 - preparing, 139, 142, 158-178
 - procuring, 150
 - storing, 139, 143, 154-157
 - problems, 154-156
- Food poisoning, 180-181
- Fruits, preparing, 160, 163
- Full meal, serving, 116, 117

- Galley boys, duties, 142, 143
- Garbage disposal, 140, 143
- General drills, 8, 9
 - rule for placing silver, 95, 96
- Glass, how to pick up, 109
- Glass coffee makers, 168
- Gold braid, care of, 77
- Gravy stain, removing, 75
- Grease stain, removing, 72
- Guests, seating, 97

- Handling china, 137
- Hands, clean, 30
- Head boy, 124, 125
- Heavy meal, serving, 116, 117
- Hints for salads, 164
- Holding a plate, 109
 - a serving dish, 108
- Hospital corner. See square corner.
- How to clean a deck, 45
 - paintwork, 48
 - room, 44
 - fold a coat, 56, 57
 - make a bed, 49
 - cocoa, 171
 - coffee, 165-169
 - lemonade, 171
 - sandwiches, 176-178
 - square corners, 51
 - tea, 170
 - toast, 174
 - plan a menu, 150

- Iced tea, 170
- Initial cash clothing allowance, 20
- Ink stains, removing, 74
- Insignia, cleaning, 76
- Inspections, 31
- Insurance, life, 21
- Inventories of silver, 138
- Iodine stains, removing, 73

- Jams, jellies, 174

- Keeping food, 139, 143, 153-157
- Kerosene spot, removing, 75

- Laundry, officers', 52
- Laundry, lists, 47, 52
- Lemonade, 171
- Life insurance, 21
- Light meal, serving, 114, 115
- Line devices, 67
- Line of promotion, 17
- Linen, care of, 122, 123
 - table, 34
- List, seating, 100
- Longevity pay, 20

- Making a bed, 49, 50
 - cocoa, 171
 - coffee, 165-169
 - lemonade, 171
 - sandwiches, 176-178
 - square corners, 51
 - tea, 170
 - toast, 174
- Man overboard drill, 9
- Marking cleaning gear, 37
- Meal, appetizing, what makes, 179
 - heavy, 116, 117
 - light, 114, 115
- Mealtime, your place, 102, 103
- Medical benefits, 21
 - inspection, 31
- Menu, breakfast, 91, 112
 - dinner, 92
 - full meal, 116
 - light meal, 114
 - planning a, 150
 - supper, 93
- Mess bill, 152
 - gear, 34, 35
- Messes afloat, 81
- Metal insignia, cleaning, 76
- Mildew, removing, 75
- Military courtesy, 12
- Mixing salad, 164

- Napkins 34, 122
- National Service Life Insurance, 21

- Officers' baggage, 54, 55
 - clothes, cleaning, 71
 - country, what it is, 33
 - laundry, 52
- Oil spot, removing, 72
- Organization of wardroom mess, 80
- Oxalic acid, 74

- Packing officers' baggage, 54, 55
- Paint stains, removing, 73
- Paintwork, cleaning, 48
- Pans. See pots and pans.
- Pantry, cleaning, 134

Pantry boys, 132-141
Pantryman, 130, 131
Paraffin, removing, 73
Pay, 19
Paying for food, 152
Perishable food keeping, 154
Personal appearance, 31
 belongings, don't take, 46
 cleanliness, 29
Physical inspection, 31
Picking up a glass, 109
Pin-on devices, 68
Place of steward's mate at mealtime, 102, 103
Placing silver, general rule, 95, 96
 swab on deck, 39
Plane crash and salvage drill, 9
Planning a menu, 150
Plate, how to hold, 109
Pointers on bed making, 50
Poisoning of food, 180, 181
Polishing buttons, 71
 silver, 138
Pots and pans, 34
 cleaning, 135
Preparing desserts, 161
 food, 139, 142, 158-178
 fruits, 160, 163
 salads, 162
 vegetables, 163
 wardroom for meal, 86
Problems in food stowage, 153-156
Procuring food, 150
Promotion, line of, 17

Quarters, inspection of, 31
Quick-cooking cereals, 173

Ranges, 34
Rank, seating by, 98, 99
Rank on officers' blue uniforms, 60, 61
 white uniforms, 62, 63
 working uniforms, 64, 65
Ready to eat cereals, 173
Refrigerators, cleaning, 135
 use of, 154-156
Regular cereals, 172
Relief boy. Same as Watch boy.
Removing dishes, 106, 119
 shine, 77
 single mark, 76
 spots and stains, 72-75
Rust stains, removing, 74

S Division, 6
 cleaning station, 32
Salad, 164
 preparing, 162
 Salad dressing, 163
 Saluting, 13
 Sample weekly cleaning schedule, 24, 25
 Sandwiches, how to make, 176, 177
 kinds, 178
 Schedule of cleaning, 24, 25
 Scorch, removing, 76
 Scrubbing brushes, 38
 Sea, securing for, 182, 183
 Sea pay, 19
 Seating guests, 97
 list, 100
 Seating by rank, 98, 99
 Securing for sea, 182, 183
 Service, tips, 118
 Serving breakfast, 112, 113
 a full meal, 116, 117
 light meal, 114, 115
 from proper side, 106
 in a rough sea, 107
 tips on, 108, 109
 water, 111
 Serving dish, how to hold, 108
 teams, 110
 Setting the table, 87
 Shelves for stowage, 155
 Shine, removing, 77
 Shoe cloths and brushes, 38
 Shoes, cleaning white, 71
 Silex, 168
 Silver, breakfast, 91
 dinner, 92
 inventories, 138
 placing, general rule, 95, 96
 supper, 93
 Silver polishing, 138
 use afloat, 88, 89
 Single mark, removing, 76
 Sour swab, sweetening, 39
 Spots, removing, 72-75
 Square corners, 51
 Staff devices, 67
 Stains, removing, 72-75
 Stateroom, daily care, 43
 weekly care, 47
 Steam tables, 34
 Stewards' branch uniforms, 18
 mates duties, 23
 place at mealtime, 102, 103
 uniforms, 18
 Straw brooms, stowing and washing, 38
 Stores, drawing, 140, 143

- Storing food, 153
 - coffee, 169
 - problems, 156
 - on shelves, 155
- Stowing brush brooms, 39
 - straw brooms, 38
- Submarine pay, 19
- Supervisor of wardroom, 124
- Supper silver, 93
- Swab, care of, 39
- Sweetening sour swab, 39

- Table clearing, 120, 121
 - setting, 87
 - cloths, 34
 - care of, 123
 - pads, care of, 123
- Taking care of officers' laundry, 52
- Tarnish, 77
- Tea, 170
- Teams, serving, 110
- Tips on service, 118
- Toast, 174
- Towels, changing, 53
- Tray, how to carry, 109
- Typical day, 26

- Uniform, officers' blue, 60, 61
 - white, 62, 63
 - working, 64, 65
 - special care of officers', 76, 77
 - stewards' branch, 18
- Uniform allowance, 20
- Urn equipment, care of, 167
- Use of refrigerator, 154

- Valuables, handling, 46
- Vegetables, preparing, 163

- Wardroom, clearing, 120, 121
 - daily care, 82, 83
 - preparing for meal, 86
 - weekly care, 84, 85
- Wardroom mess, organization, 80
- Wardroom supervisor, 124
- Washing dust cloths, 38
 - straw brooms, 38
 - swabs, 39
- Watch boy, 144-147
- Water, serving, 111
- Water-tight integrity, 10, 11
- Wax, removing, 73
- Weekly care of stateroom, 47, 84, 85
 - cleaning schedule, 24, 25
- When to salute, 13
- Where you work, 22
- White shoes, cleaning, 71
 - uniforms, officers', 62, 63
- Work schedule, 24, 25
- Working uniforms, officers', 64, 65
 - without coat, 66
- WQS (Watch, Quarter, Station), 6, 7
 - battle station, 7
 - cleaning station, 7

16
163
112
1
47, 48
5
3
64, 65
on 6