



# IBU Bid Minimum Qualifications

Job Classification: Second Steward

## Minimum Qualifications required to bid for all promotions, lateral or transfers and downgrades:

- Valid U.S. Coast Guard (USCG) issued Merchant Mariner's Credential (MMC) endorsed with the following:
  - National Ratings:
    - Food Handler
    - Lifeboatman
  - USCG STCW (International) Ratings:
    - Proficiency in the Use of Survival Craft
    - Basic Training (BT) (Formerly Basic Safety Training (BST)) or BST
    - Security Awareness
- Valid Transportation Worker Identification Card (TWIC)
- Valid USCG Medical Certificate (See STCW Expire Date – Valid 2 years)
- Passenger RO/RO Certification for:
  - Crowd Management
- Valid Driver's License

## AMHS Specific Training and Certifications:

- Passenger RO/RO Certification for:
  - Vessel Specific Familiarization Training
- Equal Employment Opportunity (EEO)/Preventing Sexual Harassment Certificate or
  - Respectful Workplace Certification may be substituted
- Current Alcohol Management Certificate
- DEC issued State of Alaska Food Worker Card
- Certified Food Protection Manager Certification (CFPM)
- Basic HCT Curriculum
- Supervisors HCT Curriculum
- Forklift Compliance HCT
- Maritime Security Awareness on-line course
  - Security 101 course may be substituted
- Supervisor Signs & Symptoms Training (Recognizing drug & alcohol use in workplace)
- Two years of experience in food service management or accredited training in food service management
- Marine Evacuation System Certification
- 2016 hours (approximately 1 year within the last three years) as AMHS Storekeeper or higher is required\*\*\* (see footnote, page 2)
- Completion of 14 days (3 day minimum at a time) Second Steward Job Shadow\*\*\*\* (see footnote, page 2)
- Minimum of intermediate skill level using computerized Point of Sale and Inventory Management Systems

- Two AMHS performance evaluations conducted within the past 12 months, one of which must be within the past 6 months, by two different Chief Stewards which indicate high acceptable performance level or higher

\*\*\* Hours Substitution: 2016 hours as AMHS Chief Cook and the approval/recommendation of three different permanent Chief Stewards (RAE or RARE) verifying the candidate has the ability to perform the essential job functions (see attached substitution form) may substitute for the required hours as Storekeeper. Recommendations must be based on actual performance of duties in the job classification performed within the past three years.

\*\*\*\*Shadow Substitution: Upon review and approval from the Port Steward, partial or full waiver of Job Shadow requirement may be considered if candidate has successfully performed the duties of Second Steward for approximately 1000 hours with the past three years.