

MESSMAN COURSE

FOR MERCHANT VESSELS



Introduction

- Qualities of a Messman

GENTLEMAN	SEAFARER
<ul style="list-style-type: none">• Punctual• Clean in body and mind• Well-groom• Hygienic• High moral• Good personal habits	<ul style="list-style-type: none">• Alert• Healthy• Dependable• Able to understand and follow instruction

Responsibilities of a Messman

- Clean storage rooms
- Clean and sanitize galley equipment and utensils
- Clean garbage area
- Clean cabins
- Laundry services
- Clean and hygienic crew areas
- Clean officers' tableware
- Service of officers

Duties of a Messman

- Clean provision chambers, pantry and galley area
- Assist in inventory, loading and storing provision
- Clean saloon, recreation area, mess hall and sanitary area
- Serve daily meals for officers and occasional functions
- Washes and sanitizes tableware of officers
- Assist in washing and sanitizing galley utilities
- Assist in washing and sanitizing of galley equipment
- Clean exhaust system of the galley
- Washes, irons and secures bed linens
- Cleans the officers' cabin daily
- Perform other task assigned

Routine works of a Messman

TIME	ASSIGNMENT
0500H-0515H	<ol style="list-style-type: none"> 1. Check the menu. 2. Replenishing of condiments. 3. Set up officer's mess and table for breakfast.
0515H-0550H	<ol style="list-style-type: none"> 1. Clean officers cabin of Chief Officer and 1st Engineer.
0600H-0700H	<ol style="list-style-type: none"> 1. Serving Breakfast
0700H-0730H	<ol style="list-style-type: none"> 1. Washes tableware of officers. 2. Cleans the officers' mess/pantry
0730H-0900H	<ol style="list-style-type: none"> 1. Cleans cabin of Captain and Chief Engineer 2. Cleans cabin of 3rd Mate and 3rd Asst Engineer.
0900H-1000H	BREAK TIME
1000H-1100H	<ol style="list-style-type: none"> 1. Check the menu. 2. Set up officer's mess and table for lunch. 3. Clean cabin of Electrician.
1100H-1200H	<ol style="list-style-type: none"> 1. Assist second cook or chief cook 2. Serve early lunch for 2nd Mate and 2nd Asst. Engineer.(1130 am) 3. Serving lunch at 12 noon.
1200H-1300H	<ol style="list-style-type: none"> 1. Washes officers' tableware 2. Clean officers mess room and pantry. 3. Sets linen in laundry for washing.
1300H-1500H	BREAK TIME

TIME	ASSIGNMENT
1500H-1700H	<ol style="list-style-type: none"> 1. Check the menu and condiments. 2. Set up officer's mess and table for dinner. 3. Clean CABIN OF 2nd Mate, 2nd Asst. Engineer, Pilot and Spare room. 4. Set linen in laundry for drying. 5. Dispose collected garbage accordingly.
1700H-1800H	<ol style="list-style-type: none"> 1. Assist chief cook and second cook. 2. Serve early dinner to Chief Officer and 3rd Mate during navigation (1730H).
1800H-1900H	<ol style="list-style-type: none"> 1. Serving dinner. 2. Washes officers' tableware 3. Clean officer's mess room and pantry. 4. Draw officer's curtain. 5. Secure any leftover food. 6. Wash, rinse and sanitize the empty garbage bins. 7. Secure electrical equipment, turn off the lights and exhaust system.

The chart provided may differ from any vessel. Note that all vessels have no definite standard. Since the time or schedule may vary in ports or activity of the vessel.

Housekeeping

*Housekeeping simply means keeping
the house clean, orderly and liveable.*

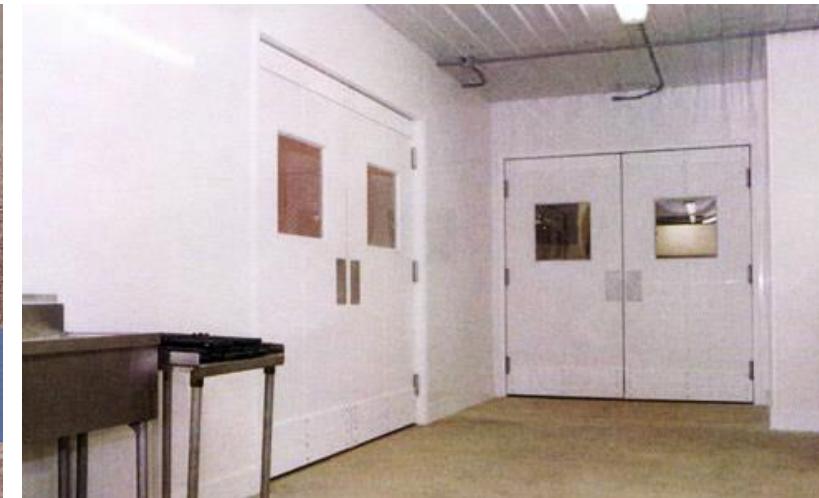
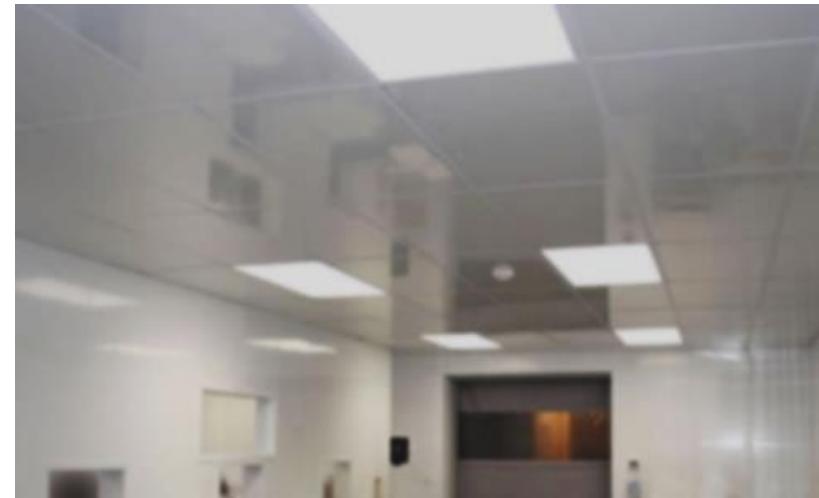
*The work of a messman is to make
insure the crew area, sanitary area and
cabins and the galley are in its safest
and cleanest form.*



HOUSEKEEPING

Cleaning of Non-Food Contact Surfaces

- Walls
- Floors
- Ceiling



Cleaning Sanitary Areas

Toilet bowls and urinals must be cleaned and disinfected daily, both inside and outside the bowl. Regular checks should include refilling toilet paper, soap and sanitary supplies, as well. Removing any trash from the urinals or bowls should be done with rubber gloves to prevent contamination.



Cleaning Pantry Areas

Pantries are preparation areas for messman. Food is usually placed in the area before serving to the officers. A pantry area consists of a refrigerator, an ice machine and a sink. It is important that the area be cleaned every day.

Cleaning Pantry Areas

- Sinks/under sinks
- Walls
- Doors
- Shelves
- Garbage
- Floors
- Cupboards

Cleaning Ice Machine

- Turn off the switch (if any) and unplug.
- Empty the ice machine of its content and drain.
- Wash, rinse and sanitize the door, interior and exterior sides of the machine. No splashing.
- Clean and sanitize scoop everyday.
- Drain machine chamber.
- Plug and turn switch on.
- Close door all the time.
- Hang or keep scoop inside.



Cleaning Officers' Cabin Procedure

- Arrange all cleaning equipment, materials and supplies.
- Knock three times and say “housekeeping”. Repeat method and open/unlock door.
- Enter cabin and check for occupants, raise the curtains and spray acid cleaner into the bowl and bathtub then soak.
- Soak all glasses in the sink with warm soap water.



Cleaning Officers' Cabin Procedure

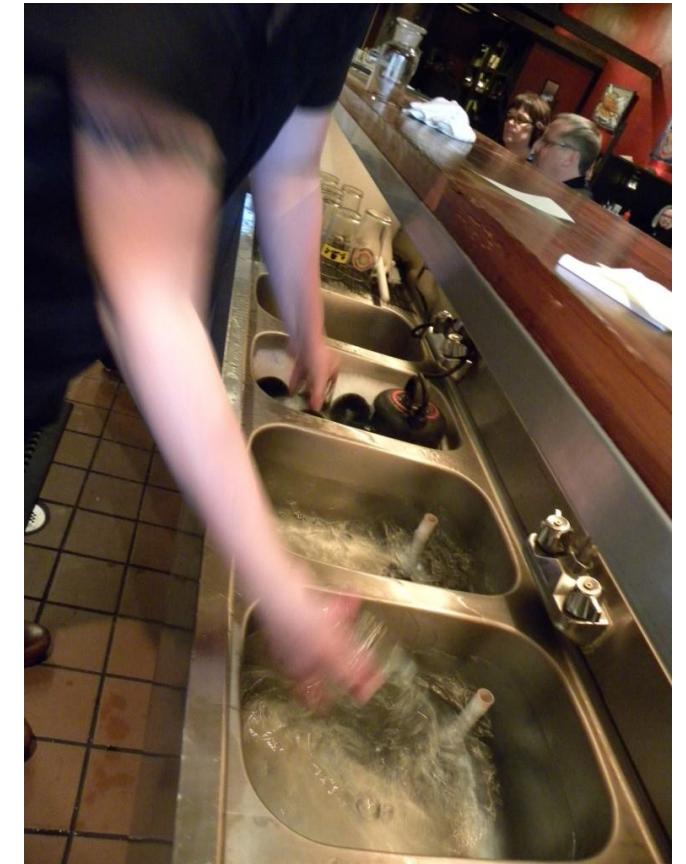
Start doing the bed:

- Remove pillows.
- Check pillowcases for stains and hair (if stained, change).
- Check bed linens for stains and hair.
- Stretch linen.
- Lay bed sheet, blanket.
- Lay bed cover.



Cleaning Officers' Cabin Procedure

- Remove all garbage.
- Wash soaked glasses and dry.



Cleaning Officers' Cabin Procedure

Start working in the bathroom:

- Clean sink using all-purpose cleaner, rinse and dry.
- Work on bathtub using all-purpose cleaner, rinse and dry.
- Work on mirrors using glass cleaner and dry.
- Work on toilet bowl using a swab and brush. Flush and dry the rim and body.
- Rearrange personal effects.
- Clean floor using multi-purpose cleaner and dry.
- Check the shower curtain, soapsuds etc.
- Turn off lights and close bathroom doors.



Cleaning Officers' Cabin Procedure

- Start dusting and arrange furniture and fixtures.
- Start vacuuming from the end room to the cabin door.
- Check if you left something.
- Turn off lights.



Laundry Services

Messman is in-charge in washing bedroom and bathroom linens. In some vessels, the Master acquires laundry services on shore on a regular basis

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Laundry Services

- Soap or synthetic detergent breaks the soil loose from the fabric and keeps it suspended in water.
- Use bleach to remove stains and reduces the amount of microorganisms.
- Softener is a lubricating product. Softener makes linen easier to handle, it acts as an anti-repellent; it helps prevent wrinkles and reduces static electricity in the fabric.



Laundry Services

- Clean filter before and after use
- Open water in washing machine.
- Segregate color from white linen/fabrics.
- Check pockets.
- Insert linen in machine.
- Pour detergent and cover.
- Press the start button and the machine will automatically stop wash mode, refill for rinsing and spin dry.
- After the cycle, remove linen and transfer in dryer machine.
- Secure door of the dryer.
- Press start button and the machine will automatically stop when linen is dry.
- Remove linen from dryer and fold for ironing.



Food & Beverage Services

Food service procedures vary considerably throughout the industry. Just remember that no one set of technique is correct in all circumstances. Just be polite and do not invade the space of the officer or guest.

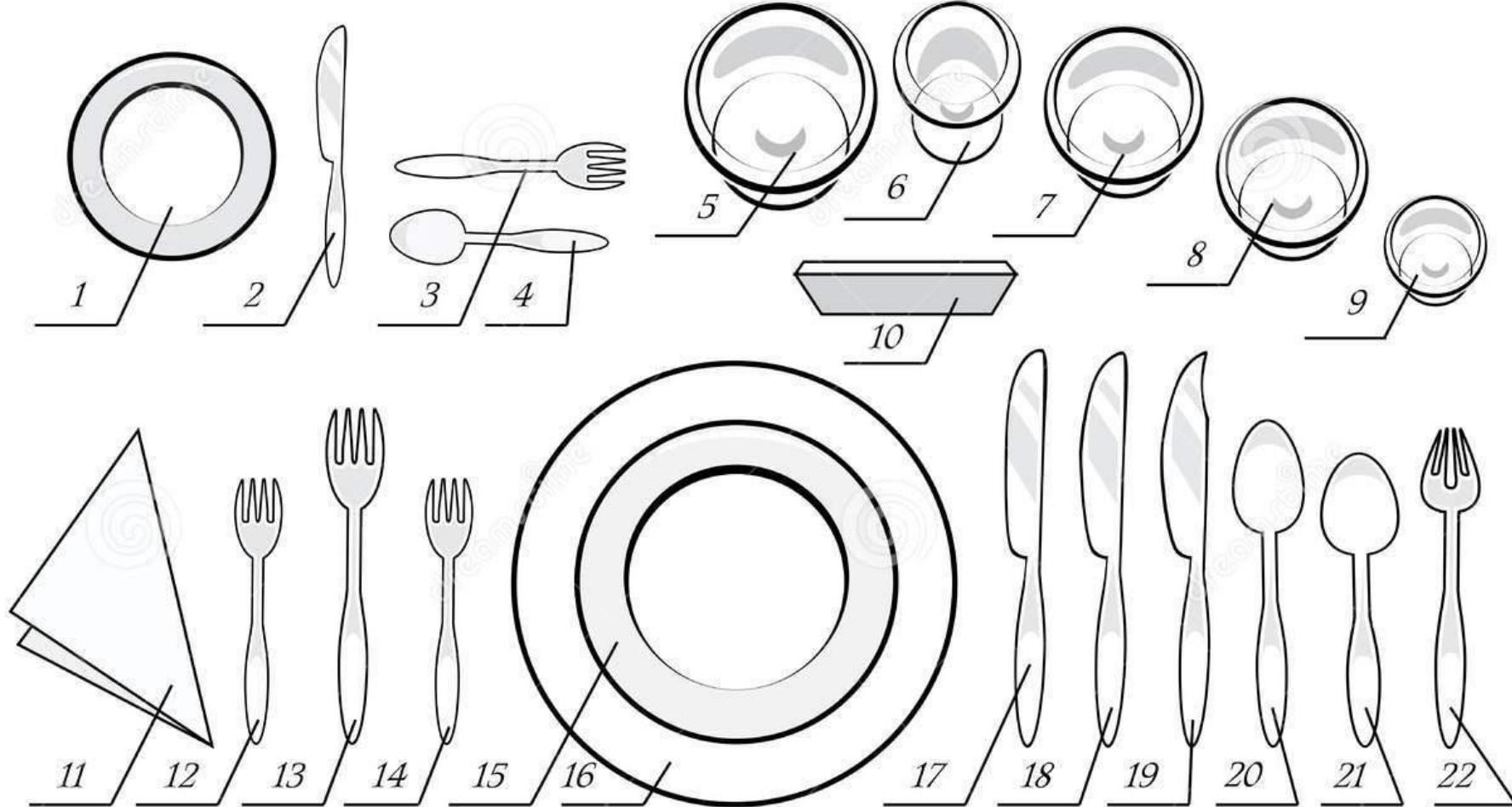


Table Setting

- Dinnerware
- Glassware
- Flatware
- Dinnerware for serving



Table Set-up



- | | | | | | |
|-----------------|--------------------|---------------------|------------------|-----------------|------------------|
| 1. Bread Plate | 5. Cake spoon | 9. White wine glass | 11. Salad fork | 15. Salad plate | 20. Dinner knife |
| 2. Butter knife | 6. Water goblet | 10. Sherry glass | 12. Dinner fork | 16. Show knife | 21. Soup spoon |
| 3. Cake Fork | 7. Champagne glass | 11. Place card | 13. Dessert fork | 17. Steak knife | 22. Seafood fork |
| 4. Cake spoon | 8. Red wine glass | 12. Napkin | 14. Salad knife | 18. Fish knife | |

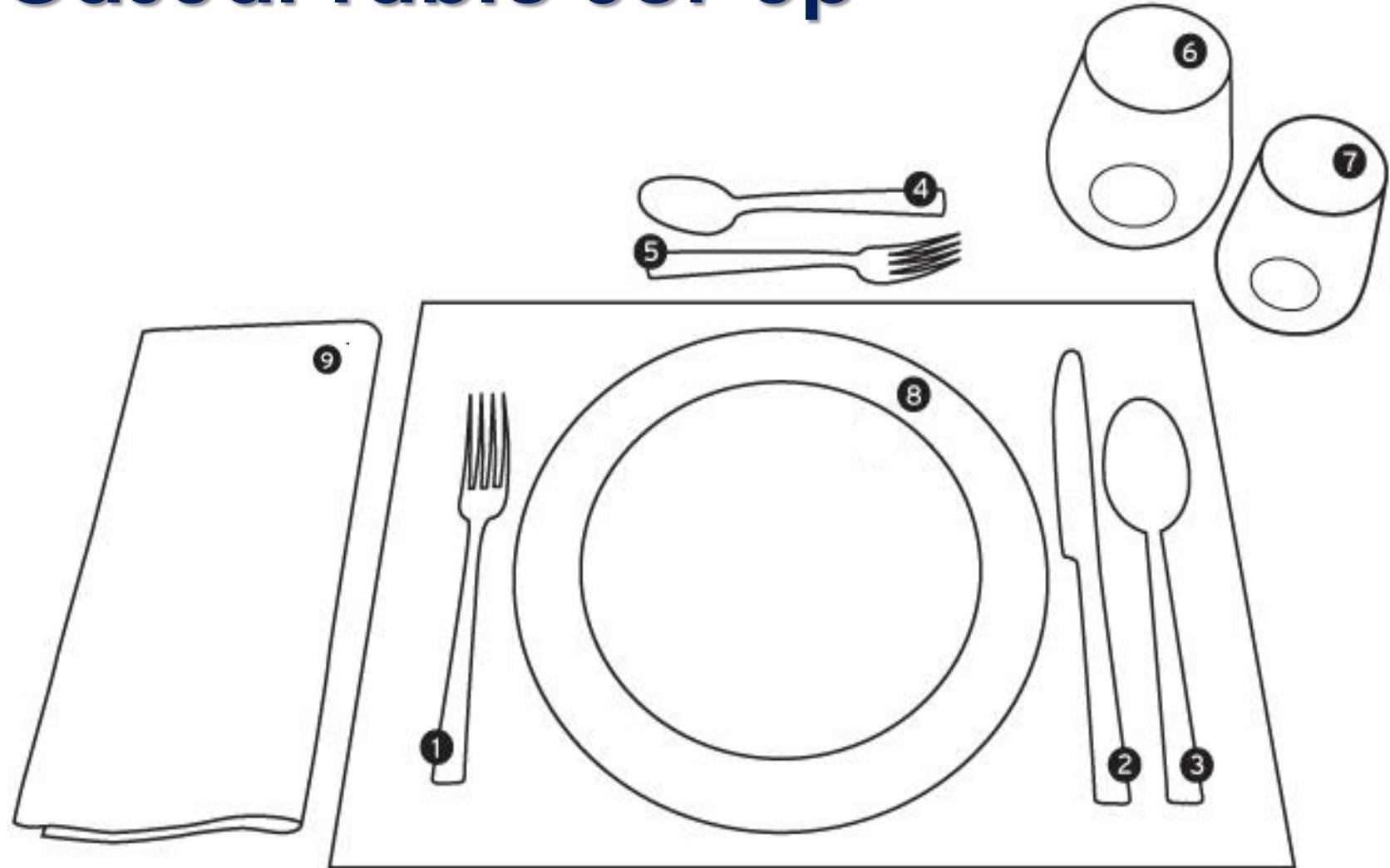
Informal or Casual Table Set-up

Flatware

1. Dinner fork
2. Dinner knife
3. Soup spoon
4. Dessert spoon
5. Dessert fork

Chinaware & Glasses

6. Water goblet
7. Wine galss
8. Dinner plate
9. Napkin



Japanese Breakfast



seiyōshoku



washoku

Japanese Breakfast



Ranchi/Lunch

Food & Beverage Service

- Review the menu before meal time
- Assist the officer to be seated
- Pour water or other beverage if requested
- Serve the meal (per course or the whole meal)
- If the menu prescribes a dessert, remove all used dinnerware (except water goblet) and prepare for dessert
- Offer coffee or tea
- If the officer about to stand up, pull the chair gently
- Bid the officer or guest the appropriately

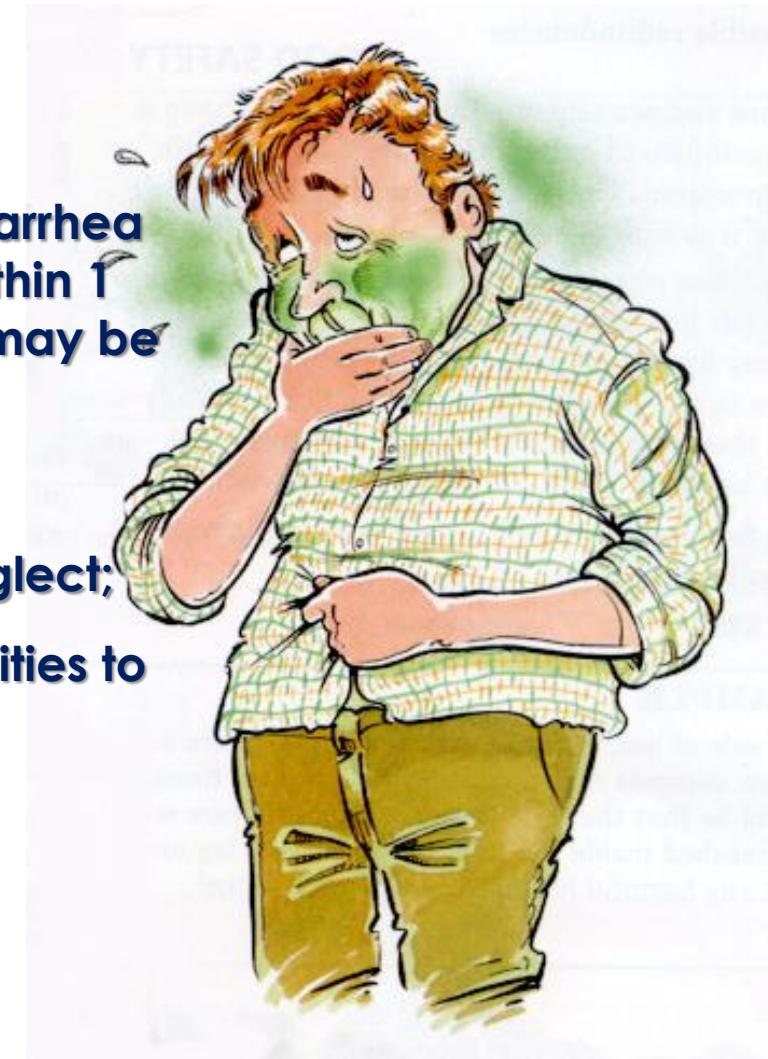
Cleaning of Dishes and Glasses

In dishwashing, glassware should be washed first. Warm detergent water is used in washing. A soft brush is used for decorated glassware. Hot water is used to rinse and sanitize. After sanitizing, glassware is drained and air-dried. Use rubber gloves in conducting this activity.

Food Hygiene

Failure to prevent food poisoning (illness characterized by stomach pains, and diarrhea and sometimes vomiting, developing within 1-36 hours after eating the infected food) may be attributed to the following:

- A. Ignorance of the rules of hygiene;**
- B. Carelessness, thoughtlessness or neglect;**
- C. Poor standards of equipment or facilities to maintain hygienic standards; or**
- D. Accident**



Food Hygiene

Food service sanitation helps keep people healthy.

Do your part to prevent contamination of food:

- A. Take all precautions, every day in every operation;**
- B. Inspect your area for hazards;**
- C. Report any problems to your supervisor.**

Food Hygiene

Don't let food infections start in your kitchen. The following must be observed in the preparation of food:Do your part to prevent contamination of food:

- A. Washing**
- B. Cutting and Chopping**
- C. Thawing**
- D. Heating**
- E. Reheating**

PERSONAL HYGIENE

The most common source of food contamination is the handler.

People are carriers of pathogens.

Wash hands every possible contamination.

Proper hand washing must be practiced.



PROPER HANDWASHING

1. Wash with soap
2. Rub hands for 20 seconds
3. Rinse well with warm water
4. Dry hands with towel
5. Turn off water using the towel



Galley Hygiene

One of the most important phases of sanitation is the proper cleaning of all equipment in which food is held, processed or served. It is essential that these equipment be thoroughly cleaned as often as necessary or at least at the end of the day's work in order to remove all the residue and bacterial accumulation.



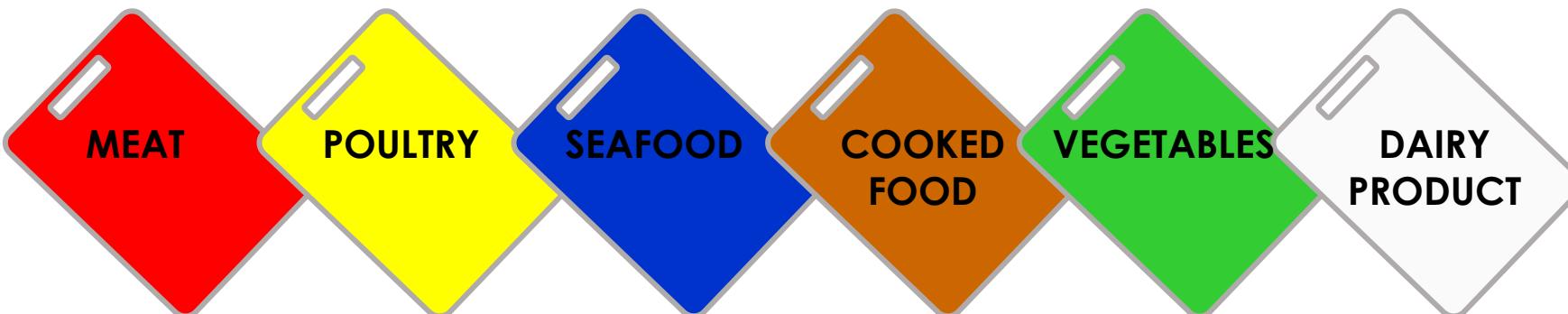
Galley Hygiene

Neglect in the care and cleaning of any part of the premises and equipment could lead to a risk of food infection. Kitchen hygiene is of great importance:

- A. To those who work in the galley, because clean working conditions are more agreeable to work in than dirty conditions;**
- B. To the principal, because sick crew onboard disrupts operation and,**
- C. To the crew, because no one would want to eat food prepared in a dirty kitchen.**

Color-Coded Cutting Board

A color-coded cutting board in the kitchen is one way to prevent cross contamination and promote safe handling of foods. The colors assigned to each board make it easy to remember and select the proper board each time you are in the galley.



Cleaning and Sanitizing



Cleaning is the removal of visible dirt, soil, grease, etc.



Sanitizing is the reduction of microorganisms.

Methods of Cleaning

The first step is to manually remove from the utensils as much as adhering food as possible.

Then wash the utensils with a suitable soap or detergent, and warm water (140°F to 60°C), liberally applied by manual or mechanical means.

After rinsing, and after all visible grease and dirt have been removed, sanitize the utensil.

Methods of Sanitizing

Hot Water Sanitizing

Using clean hot water (170°F or 76°C or more), apply to all surfaces of the equipment or utensils for at least 30 seconds.

Chemical Sanitizing

Under United States Public Health standards, chlorine solution should not go beyond 200 parts per million. This standard is considered food-grade standard or safe to use in food preparation areas or operations.

- 1 ml (1/4 teaspoon) household bleach to 500 ml (2 cups) water
- 20 ml (4 teaspoons) household bleach to 10 L (40 cups or approx. 2 gallons)

WHAT ARE SPOILING AGENTS?

WHAT ARE MICROORGANISMS?

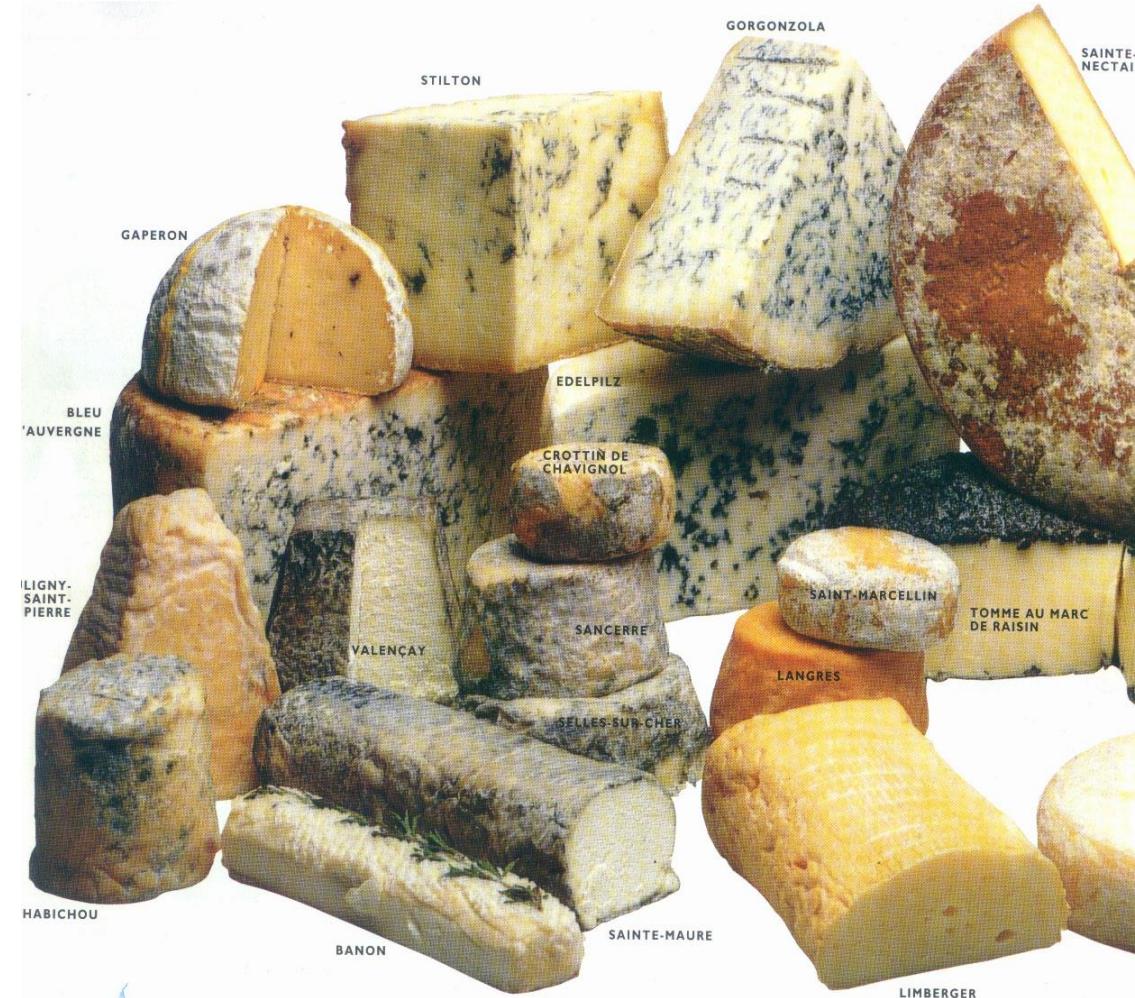
WHY IS IT IMPORTANT FOR US TO STUDY IT?

The microorganisms are so small that only a microscope can help us see them. They are the destroyers of food and they are considered our enemy.

MICROORGANISM: MOLDS

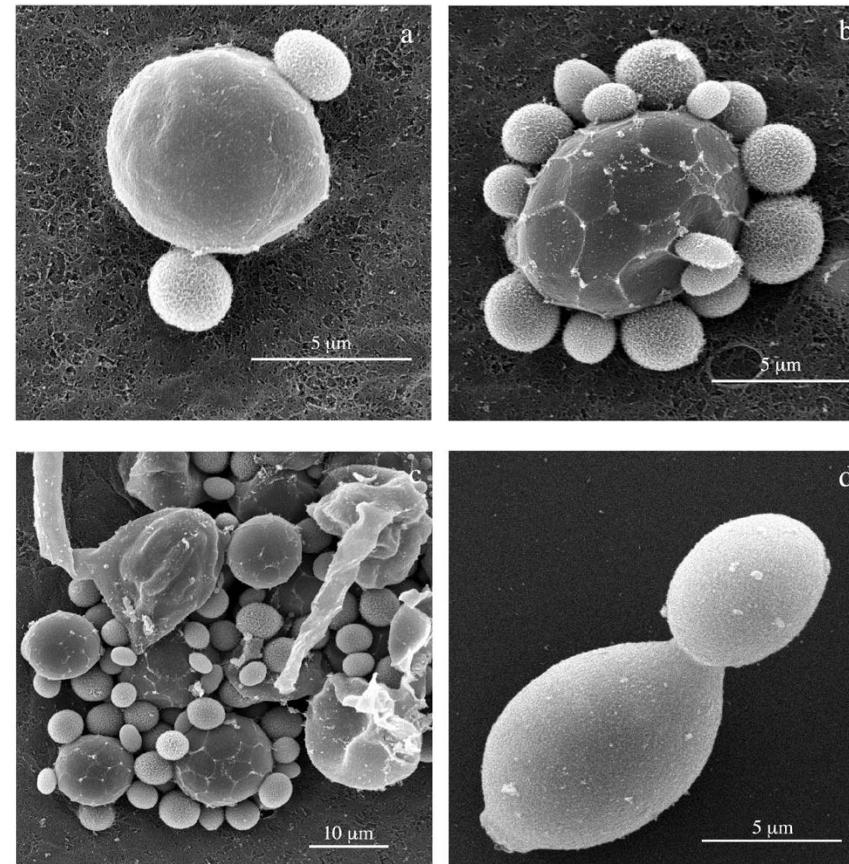
Molds are hairy, fussy-looking things you see sometimes growing on the bread, cheese, fruit and vegetables.

They can grow almost any food at almost any conditions.



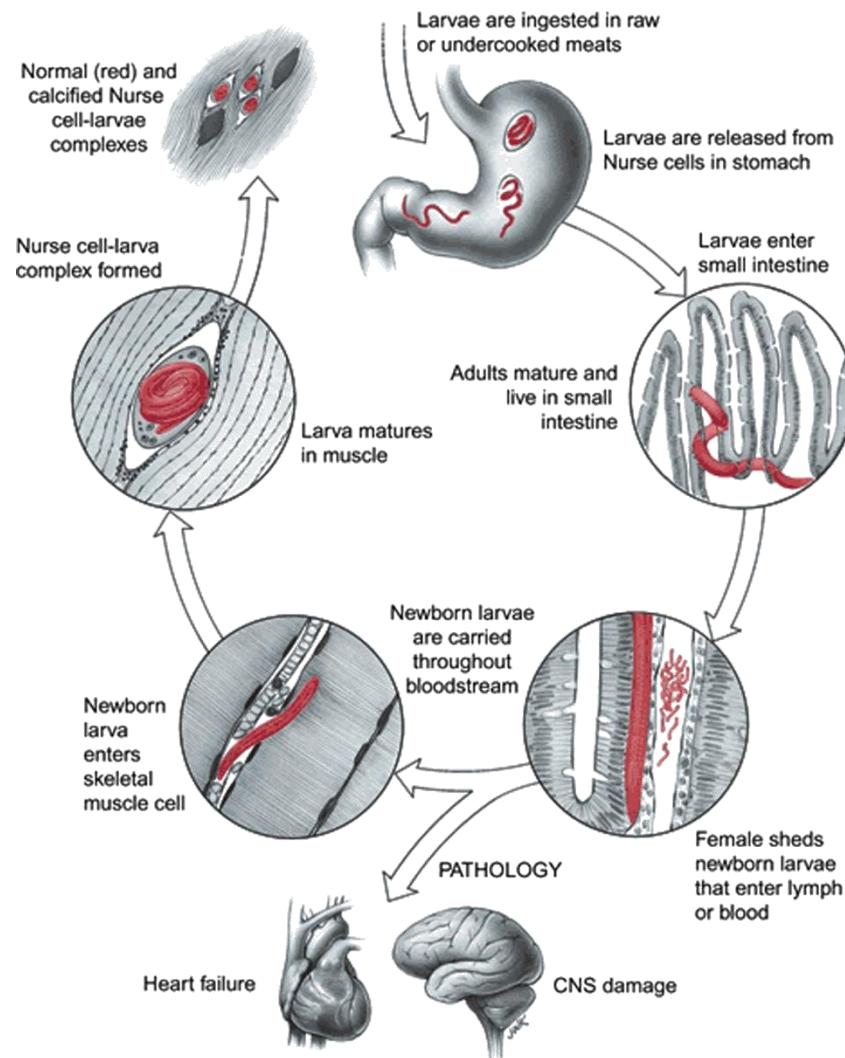
MICROORGANISM: YEASTS

Yeast is very small plantlike microbe that loves to grow in the presence of sugar. As it eats or digests the element of sugar, it gives off waste product alcohol and carbon dioxide.



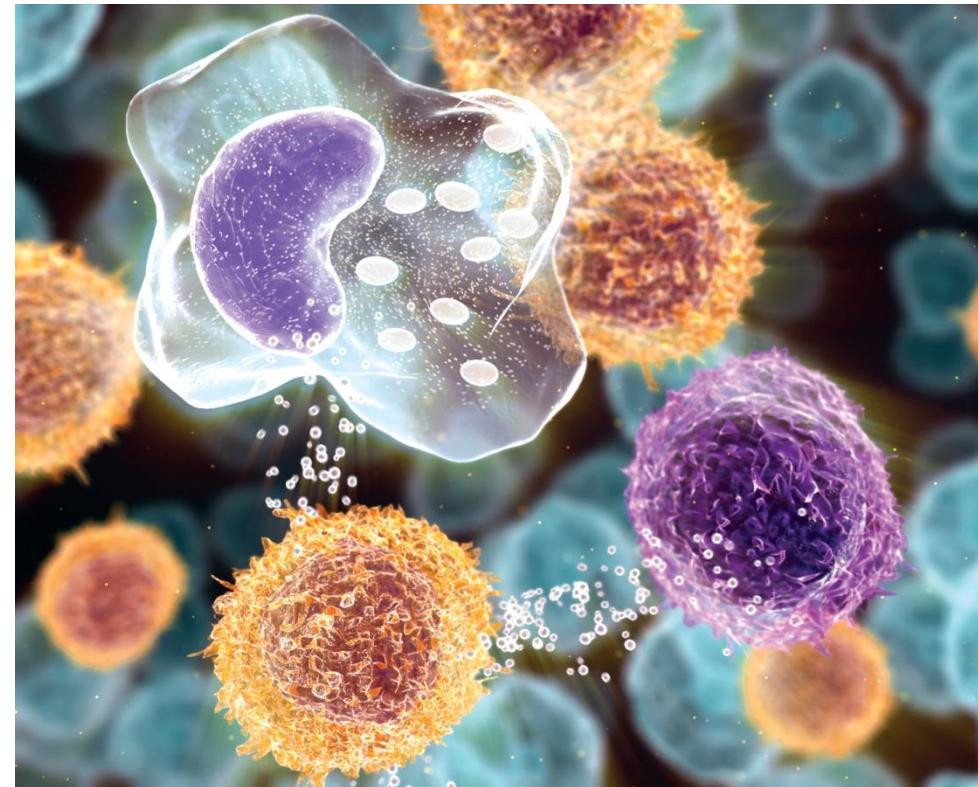
MICROORGANISM: PARASITES

Parasites are small or microscopic creatures that need to live on or inside a host to survive. *Trichinella Spiralis* is the best known of the parasites that contaminates food or better known as roundworm.



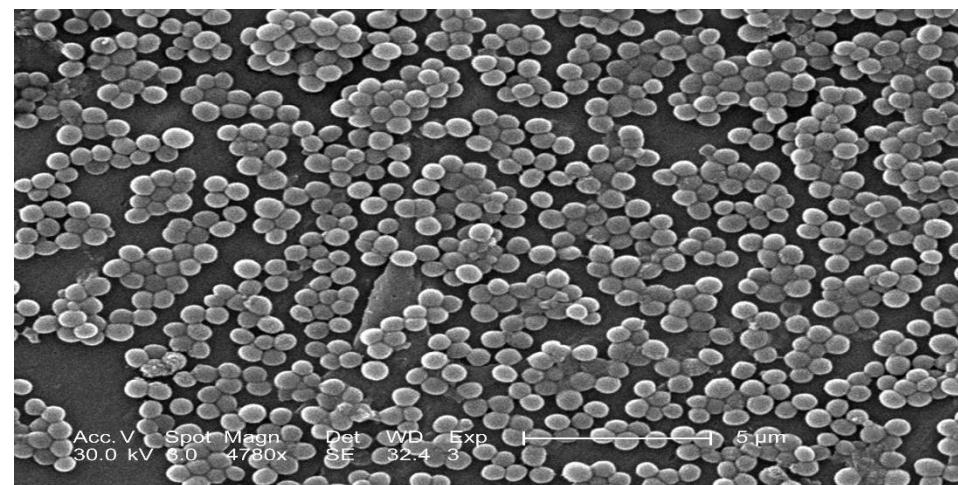
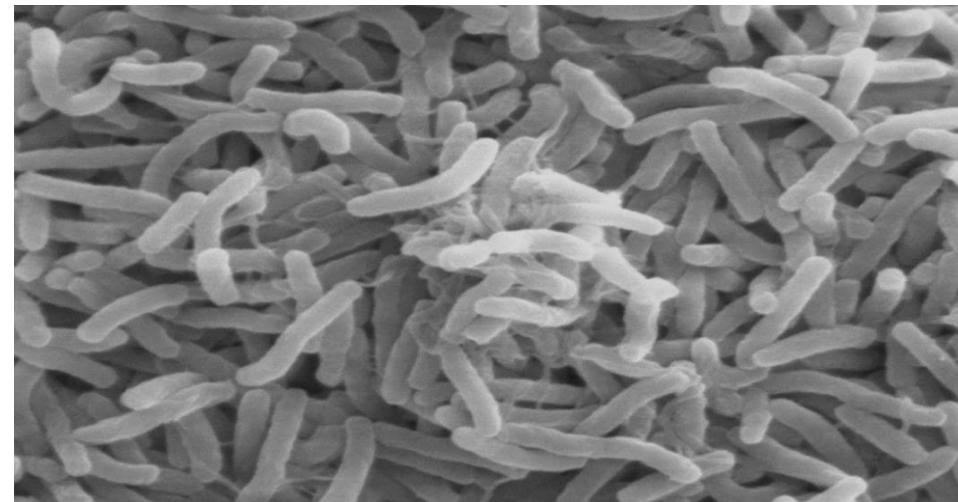
MICROORGANISM: VIRUS

Viruses are the smallest life form known. Virus can survive in the food and cleaned surfaces; this is a free ride method of virus that transfers from one person to another.



MICROORGANISM: BACTERIA

Bacteria are very small living cells. They are simple form and cannot be seen by a naked eye. It would take 25,000 bacteria in a row to equal one inch.



Condition Favorable to Bacterial Growth

Food – high in protein

Acid – pH value of 4.6~9.0

Time – longer time

Temperature – danger zone

Oxygen – anaerobes and aerobes

Moisture – high water acidity

Food Poisoning

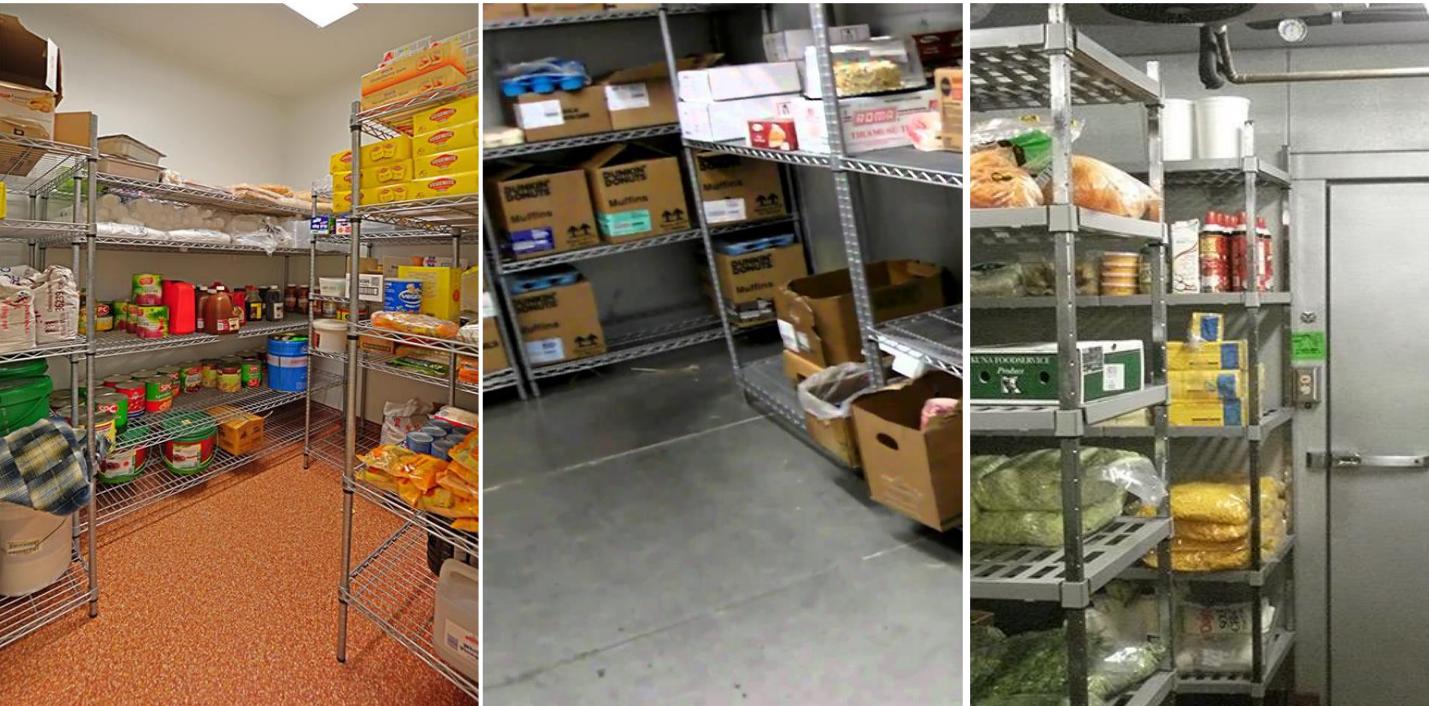
Most cases of food borne disease are caused by bacteria, transferred to food by careless handling. Foods and water which are contaminated at the source, however, may carry disease producing bacteria. Rats, mice, flies and roaches may also carry bacteria which they deposit on the food when they eat.

Loading Operation



Handling and Storage of Food

- Dry Store
- Refrigerator
- Freezer



Safety Measures Against Heavy Weather



Sanitation Tips for Garbage Disposal

- 1. Garbage containers/ bins**
- 2. Accumulation of garbage**
- 3. Frequency disposal of garbage**
- 4. Garbage area**
- 5. Washing of garbage bins**

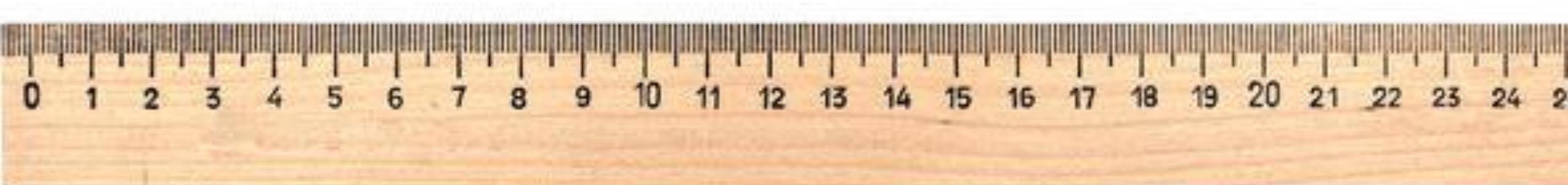


How far is a nautical mile?

1 meter is 3.28 feet

1 Kilo meter is 1000 meters

1 nautical mile is 1852 meters



Garbage Management

Color Coding Of Garbage Bins for NYK Vessels.

1. Green food waste
2. Blue bottle and tin
3. Orange plastic
4. Red combustible
5. Yellow and green soiled plastic wrapper

Garbage Management

Color Coding Of Garbage Bins for NYK Vessels.

1. Green food waste
2. Blue bottle and tin
3. Orange plastic
4. Red combustible
5. Yellow and green soiled plastic wrapper
6. White others (e.g. busted bulb)
7. Black grease/used oil

Garbage Management

Categories of waste

1. Bio-degradable
2. Non-biodegradable
3. Hazardous waste

Garbage Record Book

Implementation and enforcement is also the focus of regulation 10.3, which requires all ships of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports and offshore terminals under the jurisdiction of another Party to the Convention and every fixed or floating platform to provide a Garbage Record Book and to record all disposal and incineration operations.

Special Areas established under Annex V

- Mediterranean Sea area
- Baltic Sea Area
- Black Sea Area
- Red Sea Area
- Gulfs Area
- North Sea Area
- Wider Caribbean Region
- Antarctic Area

MARPOL Annex V Chart

Type of Garbage	Ships outside special areas	Ships within special areas	Offshore platforms (more than 12 nm from land and ships within 500 m of such platforms)
Food waste comminuted	Discharge permitted ≥ 3 nm	Discharge permitted ≥ 12 nm	Discharge permitted
Food waste not comminuted or ground	Discharge permitted ≥ 12 nm	Discharge prohibited	Discharge prohibited
Cargo residues ¹ not contained in wash water	Discharge permitted ≥ 12 nm	Discharge prohibited	Discharge prohibited
Cargo residues ¹ contained in wash water		Discharge permitted ≥ 12 nm	Discharge prohibited
Cleaning agents and additives ¹ contained in wash water contained in cargo hold wash water	Discharge permitted	Discharge permitted ≥ 12 nm	Discharge prohibited
Cleaning agents and additives ¹ contained in deck and external surfaces wash water		Discharge permitted	Discharge prohibited

MARPOL Annex V Chart

Type of Garbage	Ships outside special areas	Ships within special areas	Offshore platforms (more than 12 nm from land and ships within 500 m of such platforms)
Carcasses of animals carried on board as cargo and which died during the voyage	Discharge permitted	Discharge prohibited	Discharge prohibited
All other garbage including plastics, synthetic ropes, fishing gear, plastic garbage bags, incinerator ashes, cooking oil, floating dunnage, lining and packing materials, paper, rags, glass, metal, bottles, crockery, and similar refuse	Discharge permitted	Discharge prohibited	Discharge prohibited
Mixed garbage	When garbage is mixed with or contaminated by other substances prohibited from discharge of having discharge requirements, the more stringent requirement will apply		