



A Career as a Non-Commissioned Member Steward

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TODAY'S Canadian Forces

WHAT THEY DO Stewards (STWDs) are members of the Navy and a STWDs job is primarily the provision of hospitality services within the Navy. A STWDs duties are varied and range from food and beverage services to financial management and administration. They are not Cooks (MOC 861), although they may work alongside Cooks and some food preparation will comprise part of their duties.

- Serve food and beverages (alcoholic and non-alcoholic) on formal and informal occasions at sea and ashore as well as on board military aircraft, including VIP flights
 - Prepare light meals, snacks and hors-d'œuvres on ships and aircraft
 - Operate military warehouses at sea and in deployed operations
 - Operate ship borne convenience stores (known as Ship Exchanges)
 - Maintain records, financial accounts and filing systems for activities relating to the use of public and non-public funds (NPF)
 - Operate military clubs (known as messes), including allocation and control of facilities, mess fund accounting, bar management and staff supervision
 - Manage military accommodations, including room allocation, reception, furnishings, key control, cleaning and maintenance
 - Provide non-public funds (NPF) management on all HMC ships

messes and ship exchanges, and the organization of public and non-public events. Good coordination and planning skills and the ability to cope with stress resulting from very busy periods of activity during peak hours and special functions are essential.

Training

Basic Military Qualification

The first stage of training for everyone is the 10-week Basic Military Qualification (BMQ) course at the Canadian Forces Leadership and Recruit School in Saint-Jean-sur-Richelieu, Quebec. This training provides the basic core skills and knowledge common to all trades. A goal of this course is to ensure that all recruits maintain the CF physical fitness standard; as a result, the training is physically demanding. BMQ covers the following topics:

- Policies and regulations of the Canadian Forces;
- CF drill, dress and deportment (the three D's);
- Basic aid;
- First Aid;
- Personal survival in nuclear, biological and chemical conditions;
- Handling and firing personal weapons;
- Cross-country navigation; and
- Personal survival in field conditions

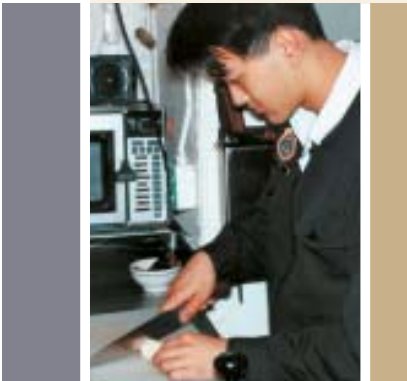
Basic Military Occupational Training

On completion of BMQ, Stewards attend Basic Military Occupational (MOC) Training at the Canadian Forces School of Administration and Logistics (CFSAL) in Borden, Ontario. Training takes approximately 12 weeks and includes:

- Food handling hygiene and sanitation practices
- Dining room services (formal and informal)

Qualification Requirements

Stewards must possess good learning abilities and enjoy working with people as clients, customers or associates. Modern business and accounting practices are used extensively in this occupation, particularly at higher rank levels. As such, Stewards must have an aptitude for working with numbers in a detailed and organized manner. They must be adaptable, reliable and tactful, and must enjoy accomplishing a variety of duties. They must also maintain a very high standard of cleanliness and personal appearance, sometimes under difficult working conditions. The duties of the occupation can be physically demanding. Stewards are often required to spend long periods of time standing and must lift heavy equipment and supplies. Much of a Steward's work involves the provision of hospitality services in



- Beverage services
- Basic monetary operations and accounting
- Short-order cooking
- Etiquette and protocol
- Maintenance of equipment and facilities
- Basic personal computer skills for office support

Career Development

The opportunities for advancement in the Steward MOC are good. Advancement to Leading Seaman within 48 months, and to Petty Officer second class in 8 years is possible for those who possess proven abilities. Service aboard ship or as a Flight Steward with an aircraft crew provides excellent travel opportunities.

Advanced Military Occupation Training and Specialty Training

Personnel who demonstrate the required ability and ambition can undertake advanced occupational training through formal courses or on-the-job training as they progress in their career. Specialty training may also be available. Below are examples of training related to this occupation.

Advanced Training Courses

- Administrative Support and Financial Management of NPF Entities
- Warehouse Administration and Management
- Personnel Management
- Accommodation
- VIP Food and Beverage Services

Specialty Training Courses

- Instructional Techniques
- Flight Steward
- Submarine Duties
- First Aid Instructor
- Nuclear Biological and Chemical Defence training

Working Environment

Stewards must be prepared to work in very diverse situations. On bases, they often work irregular hours in surroundings that vary from office settings to a mess environment; on ships and aircraft, they often work in cramped and hot quarters, and are subjected to adverse environmental and climatic conditions. In operational environments, Stewards may be exposed to combat situations. Personnel in this military occupation frequently work shifts, including weekends and holidays. The Steward trade is a sea-going trade: members of this MOC spend 75% of their first ten years at sea and will return to a ship again in the later part of their career. In addition, Stewards may serve with Canadian troops supporting UN or NATO commitments.

Appropriate training, environmental clothing and equipment are provided, and Stewards' health, safety and morale are closely monitored.

Related Civilian Occupations

Purchasing Manager
 Food Service Supervisor
 Hotel Clerk Supervisor
 Flight Attendant, Purser
 Hotel Front Desk Clerk
 Head Bartender and Barkeeper
 Attendant in accommodation and travel
 Operator and Attendant in the fields of amusement, recreation and sports
 Short Order Cook
 Retail Trade Manager
 Maître d'hôtel and Host/Hostess
 Bookkeeper
 Food Counter Attendant, Kitchen Helper
 Accommodation Services Manager
 Restaurant and Food Services Manager
 Retail Trade Supervisor
 Administrative Services Manager
 Storekeeper and Parts Clerk
 Supervisor of Finance and Insurance Clerks
 Property Administrator



For more information, please call the Canadian Forces Recruiting
 at **1-800-856-8488**,
 or visit our Web site: www.forces.gc.ca

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