

APPLICATION PROCESS

Applications for Steward positions are accepted online, or as a paper copy, through Workplace Alaska (WPA): <http://wpa.alaska.gov>

Applications this season will be accepted from **November 1, 2011 through December 30, 2011**

There are TWO (2) parts to the online process.

- *Applicant Profile* – notates general education & experience information; is used for all State jobs; is readily available for updates
- *Job Qualifications Summary* – State application form for the STEWARD position. When filled out and submitted, the *Applicant Profile* will be electronically attached.

These two parts must be received no later than 5:00 pm **on the closing date (December 30, 2011) of this recruitment.**

If you need a paper copy or assistance completing the application, contact WPA at the toll free number 1-800-587-0430; Juneau callers 907-465-4095; OR contact your local Job Center.

Mail paper copies to:
Department of Administration
Division of Personnel
PO Box 110201
Juneau, AK 99811-0201

For further information about the job itself, contact our AMHS Office Assistant Judith Green at 907-228-6838 or by Fax: 907-225-1516.

Get all your questions answered! Come to your local Job Center for one of our Recruitment days.
Ketchikan – October 20
Juneau – October 21
Anchorage – November 3

Interviews

On day of interview provide the following:

- Evidence that you hold or have applied for **both** TWIC and MMC

REQUIREMENTS FOR EMPLOYMENT

MUST be available May through September 15

Minimum Qualifications

- At least 18 years of age
- High school diploma or the equivalent
- Eligible to obtain a TWIC and MMC
- Physical ability to perform the duties with or without a reasonable accommodation

3 Required Documents and Costs

1. **TWIC** www.tsa.gov/twic (cost \$132.50)
Transportation Worker Identification Credential (Information line: 1-866-347-8942)
2. **MMC** – www.uscg.mil/nmc (cost \$140)
Merchant Mariners Credential
1-888-427-5662 - **NMC call center**
(907) 463-2458 - **Juneau REC**
(907) 225-4496 x 1 – **Ketchikan MSD**
(907) 271-6736 – **Anchorage REC**
3. **English Proficiency Test** - passing score through University of Alaska (cost \$5.00)

Training & Orientation

Required/mandated Training and Orientation is provided by the State. This is uncompensated time. Required behavior is to be respectful and professional at all times.

Basic Safety Training (BST) / up to 7 days

BST is mandated by the US Coast Guard and consists of 2 elements:

- Classroom
- Hands-on practical, which includes:
 - ✓ Water survival - donning an immersion suit; righting an over-turned life-raft in the water (pool); treading water for one minute without a life jacket
 - ✓ Fire fighting - use of a SCBA (self contained breathing apparatus); suiting up with appropriate gear; entering simulated house-on-fire

Orientation / 4 days

AMHS mandated orientation includes classroom instruction, online courses and completion of employment related documents.

STEWARD DEPARTMENT

All Steward Employees

- Perform all duties with or without a reasonable accommodation
- Appear neat, clean and professional at all times
- Work with traveling public and are a positive representative of the State of Alaska
- Respond to and assist with customer needs
- Respond calmly to an emergency while maintaining confidence of the traveling public
- Wear required uniform provided by AMHS
- Work with and get along with fellow crewmembers in close quarters
- Perform strenuous work for extended periods on steel decks and frequent use of stairs and ladders
- Perform duties during heavy seas
- Lift and carry 50 - 60 pounds
- Share a cabin with a co-worker

Examples of Steward Duties

- Wash dishes, pots, and pans
- Clean, and may operate, all galley equipment
- Clean and make up staterooms, restrooms, and public areas of the vessel
- Bus tables and wait on passengers in the cafeteria and/or dining room
- Operate cash register in cafeteria, dining room, gift shop
- Load stores, assist in stock handling
- Load / unload laundry bags & stow trash
- Other duties as assigned by the Chief Steward or designee

Workweek Information

- SE = 12 hour shifts for 7 days
one week on / one week off
- SW = 8 hour shifts for 35-60 days or longer
- M/V Kennicott assignments (must be requested) two-weeks with 12 hour shifts
- Night shift may be required on any vessel

EMPLOYEE PAY and BENEFITS

Starting Pay

Alaska Residents

- \$20.12 per hour in SE
- \$18.33 per hour in SW

Non-Alaska Residents

- \$16.46 per hour in SE
- \$14.99 per hour in SW

**Stewards are members of the
Inlandboatmen's Union of the Pacific,
Alaska Region.**

Health insurance benefits are provided through the Union contract and offer three levels of choices: premium, standard or economy.

State of Alaska Benefits

The State of Alaska offers a variety of benefits for eligible employees. Employee benefits are a significant part of the total compensation package. Shown below are just a few benefits received by an eligible State employee.

- Health benefit package through Alaska Care, which includes employer contribution toward medical/vision/dental.
- Employer paid Basic Life insurance with additional coverage available.
- Optional long and short term disability plans.
- Optional dependent and health care flexible spending accounts.
- Retirement programs with a wide variety of investment options.
- Paid holidays.

For more information visit:

<http://doa.alaska.gov/dr/programs/programs.html>

THE ALASKA MARINE HIGHWAY

Our Mission Statement

"The mission of the Alaska Marine Highway System is to provide safe, reliable, and efficient transportation of people, goods, and vehicles among Alaska communities, Canada, and the "Lower 48," while providing opportunities to develop and maintain a reasonable standard of living and high quality of life, including social, education, and health needs."

The Alaska Marine Highway has been operating year-round since 1963, with regularly scheduled passenger and vehicle service to 33 Alaskan communities, Bellingham, Washington, and Prince Rupert, British Columbia.

For more information about Alaska Marine Highway, visit FerryAlaska.com

<http://www.dot.state.ak.us/amhs>

Hiring Timeline

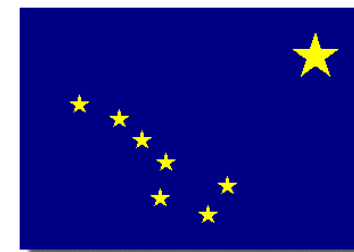
- **Nov 1-Dec 30, 2011** Applications accepted
- **January, 2012** Processing of applications
- **January & February, 2012** Interviews
- **March & April, 2012** Training & Orientation
- **May, 2012 (possibly mid-April)**
Job assignments

Recruitment Dates and Sites

- Ketchikan – October 20 – Job Center
- Juneau – October 21 – Job Center
- Anchorage – November 3 – Job Center



STEWARD Career Opportunities 2012



Equal Opportunity Employer



*"Get Alaska Moving
through service and infrastructure."*