



SALES STORE CLERK

Announcement # M - 12212

Salary: \$8.00 - \$10.00 per hour Series/Grade: NF-2091-01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: CATERING & CONFERENCE – Pax River

OPENED: 1/13/2012

CLOSES: Open continuous

AREA OF CONSIDERATION: ALL SOURCES

FLEX SCHEDULE = 0 - 40 HOURS PER WEEK

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

Operates a cash register according to standard cash control procedures, is responsible for own cash fund, completes daily activity report and secures deposit of daily cash receipts. Rings sales by individual items, totals the sales, received money, and makes change. Performs related duties which includes assisting in setting up the food service line, replenishing beverage dispensers, making coffee, preparing salads and dessert case. Assists in maintaining neatly arranged food items on the counters and clean daily assigned work area. Observes all sanitary and safety regulations. May assist in taking inventory by arranging food items in sequence on storage shelves and refrigerated areas. Responsible for turning in all employee meal receipts, validated with paid cash register receipt attached. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Previous experience as a cashier with ability to work a cash register is preferred. Ability to perform simple mathematical equations. High School Graduate preferred. Able to obtain a Health Card. Must be able to gain access to base computer system if applicable.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://www.cnmc.navy.mil/NDW/About/Jobs/>