



SNACK BAR OPERATOR

Announcement # M – 12312

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: 1/3/2012

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.

POSITION IS A DAYTIME JOB ONLY – MUST BE AVAILABLE M-F 7:00 AM -3:00PM

DUTIES AND RESPONSIBILITIES:

Coordinate the sale of food snack items and the preparation of sale of short-order items. Ensures the proper preparation, portioning, display and price marking of food items and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents. Ensures that adequate stock levels are maintained, requisitions merchandise and assists with periodic inventories. Maintains security of work area, cash, fixed assets and merchandise inventory. Ensures compliance with fire, safety, sanitation and security regulations. May assist with the training of all assigned personnel. Assists with the coordination, operation and maintenance of the activity during his/her shift. Monitors operation of assigned area of responsibility, periodically checking to identify and resolve problems which may arise. Enforces rules. Operates a cash register and handles cash in compliance with policy and regulation.

MINIMUM QUALIFICATIONS:

Must develop a working knowledge of the activities and assigned area of responsibility. Must have the ability to render decisions and the ability to influence other in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times. Must be able to obtain a valid health card. Valid driver's license desired. Incumbent must be able to obtain access to base computer system if applicable.

SPECIAL REQUIREMENTS:

Must be available Monday – Friday daytime hours. No nights, weekends or holidays.

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/>