



WAITSTAFF – NA-01 /NA-03 POSITIONS

Announcement # M - 12412

Salary: NA-7420-01 \$8.03 ph / NA-7420-03 \$9.13 ph + Tips

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.

IF YOU WISH TO BE CONSIDERED FOR BOTH OF THESE WAITSTAFF POSITIONS, YOU MUST SUBMIT A SEPARATE APPLICATION PACKET FOR EACH ONE --- ONE PACKET FOR THE NA-01 POSITION AND 1 PACKET FOR THE NA-03.

DUTIES AND RESPONSIBILITIES - NA-01 WAITSTAFF:

Performs “behind-the-scene” food and beverage service functions, together with related housekeeping activities such as the following: Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food and beverages to be served or on direction of the supervisor. Readies assigned groups of tables for food and beverages, ensuring dishes, glasses and silverware meet required cleanliness standards and linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, napkins, silverware, ice and other extras that may be required during the meal or when beverages are served. Supplies back-up tables with such supplements as butter, ice, coffee, fruits, juices salads and breads. Refills food and beverage containers and performs emergency clean up services. Cleans tables and prepares them for new guests. May mop, wax and buff floor in assigned area. May perform other related cleaning duties such as washing dining area, bar and lounge windows and cleaning entryway. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of proper food handling and sanitation techniques. Knowledge of proper table setting techniques. Ability to follow oral instructions; performs routine manual tasks involving few steps. Must have an understanding of personal hygiene standards. Must be able to obtain a valid Health Card. Must be able to obtain access to base computer system if applicable.

DUTIES AND RESPONSIBILITIES - NA-03 WAITSTAFF:

Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread wine or other beverages. When meal is completed, clears and cleans table and the immediate area and resets tables in preparation for the next guests. Performs other related duties as assigned. Must meet minimum age requirement. **Successful completion of Controlling Alcohol Risks Effectively (C.A.R.E) training is a condition of employment.**

MINIMUM QUALIFICATIONS:

Must have knowledge of food handling techniques such as correct side to serve and clear from the proper table setting techniques. Must possess the ability to make simple mathematical calculations such as tabulation of check. Must be able to obtain a valid health card. Ability to recognize intoxicated patrons when serving alcohol. **Must be 18 years of age.** Incumbent must be able to obtain 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/>