



BARTENDER

Announcement # IH 124-12

Salary: \$9.78 per hour Series/Grade: NA 7405-03 01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: MIX HOUSE – INDIAN HEAD

OPENED: 3 January 2012

CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

(X) Flexible Schedule (0-40 Hours Per Week) No benefits

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.nsasp-inhd.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 limited service bar such as portable bars for private parties and banquets. Mixes and serves alcoholic and nonalcoholic drinks, receives and records payment at time of sale, and maintains inventory of stock. Ensures bar is in a presentable and sanitary condition. Performs other related duties as required. 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 be at least 21 years of age. Knowledge and skill to mix and serve beverages from a bar which is limited to a few varieties and brands of liquor, soda, beer, and wine. Pre-mixed beverages, such as daiquiris, are served; however, beverages of the exotic variety are not mixed or served. Knowledge of the correct proportions and mixtures to use in preparing beverages according to name request from patrons or cocktail attendants. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Ability to collect tabs or chits in appropriate amounts and reconcile them with the quantities and prices of items dispensed.

Visit our web site: <http://cnic.navy.mil/NDW/About/Jobs/>

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.

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