



# WAITER / WAITRESS

## Announcement # WNY-12-002A

Salary: \$10.66 per hour Series/Grade: NA-7420-01  
Naval District Washington - Fleet and Family Readiness Program  
Department of the Navy Non-Appropriated Funds

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**LOCATION: Catering & Conference Center – NSA WNY**

OPENED: 06 January 2012  
CLOSES: Open Continuous

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**AREA OF CONSIDERATION: ALL SOURCES**

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**Flexible (0-40 hours per week) No Benefits**

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**TO APPLY:** Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs/>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 **OR email to [naf.nsaw.fct@navy.mil](mailto:naf.nsaw.fct@navy.mil)** *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.*

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### DUTIES AND RESPONSIBILITIES

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 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 cleanup 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. Work requires prolonged standing, walking, reaching, and light lifting. Objects handled and carried seldom weigh in excess of 10 lbs. Performs other related duties as assigned.

### SKILLS AND KNOWLEDGE REQUIRED

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 and understanding of personal hygiene standards. Must be able to obtain a valid health card. Incumbent must be able to obtain access to base computer system if applicable. Position is subject to satisfactory completion of a background investigation.

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.

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 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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