

**Navy Morale, Welfare and Recreation  
Fund**

**Position Vacancy Announcement  
(Please Post on Bulletin Board)**

**Position:** Food and Beverage Manager

**Announcement Number:** NAFI-022-12

**Grade:** NF-1101-03

**Pay:** \$11.02-\$14.00 per hour (35-40 hour Work Week)

**Opening Date:** 14 August 2012

**Closing Date:** Open until filled

**Location:** CFAO, MWR Department, Retail Branch, Port of Call Club Complex, White Beach

**Area of Consideration:** Okinawa Wide

**THIS IS A LOCAL HIRE POSITION. COLA AND LQA ARE NOT AN AUTHORIZED CONSIDERATION. POST ALLOWANCE WILL BE GRANTED.**

**Point of Contact:** Personnel Office, 634-6960

**NOTES:**

1. This position is a Regular Full Time position (35/40 Hour Workweek). Subject to placement of military spouse preference.
2. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire **may not** be granted to an applicant who does not currently receive these allowances and benefits.
3. Post Allowance will be granted.
4. Satisfactory completion of background checks prior to employment required.
5. Must possess a valid state driver's license.
6. Open to US citizens only.
6. A referral certificate of qualified applicants may be sent to the selecting official at any time after the first cut-off date, and a selection may be made from that certificate before the closing date of the announcement. Therefore, even though applications may be accepted up to the closing date of the announcement, the position may be filled before that date. The closing date may also be amended to reflect an earlier closing date if the position is filled after the first cutoff date.

7. First consideration may be given to non-competitive eligible.
8. Management reserves the right to cancel vacancy announcements at any time during the recruitment process.

Summary of Duties: The purpose of this position is to provide supervision of the Food and Beverage Operation at the Crow's Nest Club, Camp Shields. Assists in developing and implementing the proper relation of cost of goods to labor, food waste and spoilage. Assists in maintaining stock control cards and conducting inventories as required. Recommends food and beverage requirements and related supplies to the manager for procurement. Ensures food quality, appearance, and portions are maintained at ideal levels. Reviews standardized recipes/menus and recommends item cost changes and selling prices. Monitors and directs staff in maintaining sanitary and health standards for kitchen operations. Monitors daily operations and provides advice or assistance to club staff as required to ensure optimum quality service to the patrons. Performs other related duties as required.

**Knowledge, Skills and Abilities (KSA's):**

Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following:

- a. Must have extensive knowledge of, and possess a variety of skills in Culinary Arts in order to effectively perform duties in inventory controls, kitchen operations, and customer service in a food and beverage activity.
- b. Must have the ability to apply management practices, techniques and to communicate orally and in writing; the ability to interpret and apply written directives on a variety of subjects related to the food and beverage service activity.
- c. Must have ability and skill in applying principles and techniques involved in the implementation and use of DOD and DON Protocol as it applies to conferences, dinners and special functions/events.
- d. Must have experience in ordering, receiving, and accounting for perishable and nonperishable food items, and forecasting food and beverage requirements for daily operations and special events.

**NOTE:** A separate narrative statement addressing the ranking listed above is required as an attachment to your application. If the KSA's are not concisely addressed on a separate sheet of paper your application may be considered incomplete.

Absent Employees: Supervisors may file applications for their employees who are or will be absent (e.g., for serious illness, reemployment leave or TAD)

during the time this announcement is open, if they feel that such employees are interested in or qualified for the position.

**Equal Employment Opportunity:** DON is an EEO 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 other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.

**Where and How to Apply:** Application and forms must be **received** in the **NAF Human Resources Office (MWR), PSC 480, Box MWR, FPO AP 96370** by **close of business (4:00 pm.) of the closing/cut-off date of the announcement.** Applications may be submitted by mail, or at **NAF HRO Bldg 3597, between the hours of 7:00 am. to 4:00 p.m., email: [Elana.Read@fe.navy.mil](mailto:Elana.Read@fe.navy.mil) or fax (DSN: 634-6918; commercial; 011-81-98-937-9049) Monday through Friday.** **Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** They should include with their application:

- 1) Most recent copy of their current performance rating if current federal employee.
- 2) Current SF-50 or current NAFI/AFFES personnel action.
- 3) All applicants must attach a copy of sponsor's orders to verify eligibility for preference. If current tour has extended, a copy of tour extension must be attached. (If applicable)
- 4) Current passport with SOFA stamp or Visa. (If applicable)
- 5) Prior military members will include a copy of their DD-214.
- 6) All applications must have an original signature with date.

**FORMS/INFORMATION REQUIRED:**

1. MWR Application Form

2. **Resume and alternative forms of applications MUST contain the following:**

- Announcement number, title and grade of the job for which you are applying.

- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours per week**, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

General Information: In completing the CFAO MWR Form 12300, REMEMBER THAT YOU WILL ONLY BE GIVEN CREDIT FOR THE EXPERIENCE AND TRAINING YOU SHOW IN THE APPLICATION. Therefore, you must do a thorough job in preparing the application. CLEARLY, CONCISELY, AND ACCURATELY describes the duties you have performed. Do not attach original or valuable documents.

AS A CONDITION OF EMPLOYMENT, SELECTEE WILL BE REQUIRED TO PARTICIPATE IN ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) FOR SALARY PAYMENT AND SATISFACTORY COMPLETION OF AN ACCESS NATIONAL AGENCY CHECK AND INQUIRIES (ANACI) PRIOR TO EMPLOYMENT.