



SNACK BAR OPERATOR

Announcement # JB-12-057

Salary: \$9.50 - \$12.50 per hr Series/Grade: NF-2091-01
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Potomac Lanes – JB Anacostia Bolling

OPENS: 30 August 2012
CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0-40 hours per week) No Benefits

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.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.jbab.fct@navy.mil. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306.

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 accountability 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. Performs other related duties as assigned.

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 others in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times. The incumbent must be able to acquire a food handler's certificate. Incumbent must be able to obtain access to base computer system, if applicable. **MUST be at least 21 years old.**

SPECIAL REQUIREMENTS:

Must be available nights, weekends or holidays.

Visit our web site:

<https://www.cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited 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.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

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