

**Navy Morale, Welfare and Recreation  
Fund**

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

**Position:** Club Manager

**Announcement Number:** NAFI-023-12

**Grade:** NF-1101-03

**Pay:** \$15.50-\$17.50 P/H (35-40 Hour Work Week)

**Opening Date:** 10 September 2012

**Closing Date:** Until Filled

**Location:** CFAO, MWR Department, Retail Programs Branch, Crow's Nest Club, Camp Shields

**Area of Consideration:** Navy MWR Okinawa

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

**NOTES:**

1. This position is a developmental position to the target grade of NF-1101-04. The incumbent of this position performs the kind and range of duties outlined in the cited position descriptions under closer supervision and guidance than is indicated in the cited position description. Upon completion of the work requirements and full performance at the NF 03 level, incumbent will be noncompetitively promoted to the target level.

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.

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 overall management and administration of the Crow's Nest Club Complex consisting of NAPS Southern Grill, the Crow's Nest Club Ballroom, Shield's Pub, and C-Street Café. Major duties include developing plans and instructions concerning complex social and recreational activities consistent with the needs and desires of the patron community, keeping abreast of changes and trends in the hospitality industry, making studies and surveys of local establishments engaged in similar activities to determine customer preferences. Incumbent will also recommend new social activities, procedures or procedural modifications which will improve patron services and complex operations. Incumbent will supervise all club staff and is responsible for the training, discipline, performance evaluations and annual and sick leave approval for all subordinates. Conducts meetings with club staff on a regular basis to discuss new or innovative techniques for increasing business and improving customer service.

**Qualification Standard:** Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following knowledge, skills, and abilities (KSA's):

a. Must have knowledge of quality food service, preparation, presentation, and development to supervise an effective, attractive, sanitary food and beverage program targeted to the membership of the branch. This knowledge requires an extensive understanding of food and beverage menu development, catering, and general and specific preferences of each segment of the branch's market.

b. Must have at least 1 year experience working in the food and beverage industry holding either a managerial or supervisory position.

c. Must have knowledge of financial management and accounting principles and policies to establish procedures which prevent possible fraud, waste and abuse of branch assets and direct their use in a profitable manner. This knowledge requires an understanding of audit procedures, financial statements, balance sheets, food and beverage internal controls, and how inventory controls are prepared and analyzed.

d. Must have experience in using data processing systems and software programs such as Windows XP, Excel, Outlook,

PowerPoint, Food Track, etc., and the ability to utilize the system in effectively maintaining and processing Retail Programs source documents, financial records/report and other administrative reports.

e. Must communicate clearly and effectively both orally and in writing.

**NOTE: A SEPARATE NARRATIVE STATEMENT ADDRESSING THE QUALIFICATIONS LISTED ABOVE IS REQUIRED AS AN ATTACHMENT TO YOUR APPLICATION. IF THE KSA'S ARE NOT CONCISELY ADDRESSED IN THE ORDER LISTED ABOVE ON A SEPARATE SHEET OF PAPER, THE 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.