

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO:** MWR-33-12

**POSITION TITLE:** Service Counter Attendant (Food), NF-01,  
(Regular Full-Time)

**SALARY:** \$8.03 per hour

**LOCATION:** Spare Time Bowling Center, Morale,  
Welfare and Recreation Department, Fleet  
Activities, Sasebo, Japan

**AREA OF CONSIDERATION:** Sasebo, Japan

**RELOCATION EXPENSES:** None

**OPENING DATE:** 10 August, 2012      **CLOSING DATE:** Open Until Filled  
\***(First Cut-Off Date: 24 August, 2012)\***

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**DUTIES AND RESPONSIBILITIES:**

Operate a cash register according to standard cash control procedures. Responsible for own cash fund, complete Daily Activity Report and securing deposit of daily cash receipts. Receives orders from patron, ring sales by individual items, total the sales, receive money and make change. Prepare all food items in the front service area. Prepare, bag or box items for take-out orders. Maintain food items neatly on counters and shelves. Clean daily assigned work area observing all sanitary and safety regulations. Keep refrigerators, grills, equipment and working area clean. Perform a variety of tasks such as grilling or frying hamburgers, regulating temperature and removing when done. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Previous experience as cashier-checker is desired. **Incumbent must be at least 20 years of age.** Must possess the skills in dealing with the public in a polite and courteous manner. Must complete the Food Handler's Physical Examination satisfactorily. Must be able to work day, night and weekend shifts, including holidays.

## **HOW TO APPLY:**

Please send MWR Employment Application to the MWR NAF Human Resources Office, Comfleact Sasebo, FPO AP 96322 or email us at [m-sa-mwrhrooffice@fe.navy.mil](mailto:m-sa-mwrhrooffice@fe.navy.mil). Please ensure that your application contains all the information requested in the vacancy announcement. IF your application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for the job.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. All selections are contingent upon the obtaining satisfactory employment reference checks.

For additional information, please call 252-3328 or visit MWR Personnel Office located on the second floor Bldg. 91, above the Bowling Center.

## **NOTES:**

- First consideration may be given to non-competitive eligible.
- Eligible spouses of active military personnel will be provided preferential consideration.
- Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Retired and former military members must submit DD Form 214 together with the application.
- Mandatory participation in Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR NAF Human Resources Office, Sasebo, and will not be returned or copied.

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.