

# US NAF Flexible Position

## BARTENDER



### Location: JOX Pub/Connections

**\$11.59 per hour**

Official Position Title: Bartender, NA-7405-05  
Announcement #: NUS-17-009  
Opening Date: 15 March 2017  
Closing Date: Open Until Filled  
1<sup>st</sup> Cut-Off Date: 21 March 2017 (Subsequent cut-off dates: every 5 working days)

Department of the Navy  
Morale, Welfare and Recreation Dept  
Sigonella NAS I BLDG. 157  
Phone: 095-56-0522 DSN 624-0522

#### **Notes:**

1. This is a flexible position. Work schedule is based upon the needs of the organization and number of hours scheduled may vary from week to week (0-40 hours per week). Work schedule will include days, nights, weekends, holidays and rotating shifts.
2. Position may involve long periods of standing and lifting up to 40 pounds.
3. Civilian candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
4. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
5. Selected candidate will be required to pass a physical examination and satisfactorily complete a background investigation (NACI) as conditions of employment.
6. **Minimum age requirement is 18 years.**

**How to Apply:** Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).

**Please make sure your résumé contains all the required information listed on the reverse page of this announcement.**

**Area of Consideration:** **U.S. citizens** in the commuting area who are authorized sponsors or command-sponsored dependents of civilian and military personnel.

**Description of Duties:** Prepares the bar prior to commencement of business. Mixes and serves all types of alcoholic and non-alcoholic international drinks, following established recipes. Keeps the bar clean, washes glasses, bar equipment, utensils, sinks, cabinets, tables and bar stools. Accepts money, operates a cash register and makes change. May help stock service bar and serve catered parties. Serves simple snack food. May assist in taking inventory. Maintains required records and prepares daily activity reports. At the end of business takes trash to the dumpster. Performs other related duties as assigned.

#### **Qualification Requirements**

Description of prior work experience must show possession of the following job elements:

1. Ability to do the work of a bartender without more than normal supervision (Knowledge and skill, acquired through training and experience, in mixing and serving a full variety of drinks and cocktails)
2. Ability to keep thing neat, clean and in order
3. Ability to communicate orally and in writing
4. Ability to use tact and diplomacy when dealing with customers

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.

**Non-Appropriated Fund (NAF) Human Resources (HR) Office**  
**U.S. Naval Air Station Sigonella (NAS I) Bldg. 157**  
**Phone numbers: Com. 095-56-0522 DSN 624-0522**

**INSTRUCTIONS FOR U.S. APPLICANTS**

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from <http://tinyurl.com/mwrsig-naf-jobs>
- It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), phone numbers and e-mail address
- High school (name and full address) and date of diploma or GED
- Colleges and universities (name and full address). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and full address
- Starting/ending dates and hours per week

You can submit your application forms to the NAF HR Office, to [mwrjobs\\_sigonella@eu.navy.mil](mailto:mwrjobs_sigonella@eu.navy.mil), or you can deposit it in the NAF HR (MWR & NGIS) box near the Pass & ID window at the NAS I gate.

It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1300 to 1530.

Revised March 2017