

*** VACANCY ANNOUNCEMENT ***
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내
Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN09A16

TITLE-SERIES-GRADE: CASHIER, KGS-0530-03 (1 VACANCY)

SALARY RANGE: KGS-3: 8,149 - 11,068 Won Per Hour

OPEN PERIOD: Friday, 29 April 2016 to Thursday, 12 May 2016

DUTY LOCATION: Morale Welfare Recreation (MWR) Food & Beverage Division,
Commander Fleet Activities PSC 479 FPO AP 96269 –
Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week.

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:

All current USFK KN employees and all KN outside applicants.

RPA NUMBER (HRO USE ONLY): 375344

NOTE: Full performance level KGS-03. This position may require incumbent to work on weekends and holidays as well as rotating shifts after normal duty hours. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. **Applicants need to submit a self addressed stamped envelope to receive notification of result.**

MAJOR DUTIES:

Serve as Galley Cash Control Technician with responsibilities to perform various cash and clerical duties for all activities of the MWR Dining Facility of COMFLEACT Chinhae (CFAC). Assist with dining area set up for meals and cleanliness of assigned space. Assist with customer service aspects of food service area. Receive, count and verify cash collected from CFAC MWR Dining Facility on a daily basis. Prepare daily cash reports reflecting total amounts of dollars received from the activities; reconcile any discrepancies in totals by checking individual entries on the cash meal payment book against related documents. Maintain Navy 1292 and 1291 paper works for proper accounting of Ration in Kind (RIK) personnel passing through the dining facility. Prepare cash records by assembling, counting, and listing of currency by quantity and total dollar values of each denomination. Deliver cash and documents to the assistant Galley Manager for verification. Maintain limited amounts of change funds for servicing sales and for issuing change funds to the cashier and sales clerk assigned to the line activities. Responsible for cash audits conducted. Maintain accountable files for all cash collection aspects. Responsible for tasking cashier on assignments and daily task

as directed by Food Service Manager and Cook Supervisor. Assist in the daily food service operations as pertains to meal set up and sanitation needs for dining facility. Monitor beverage line for cleanliness and product replacement needs. Replace low level products as directed by Lead Cook. Assist in monitoring cleanliness of seating area for salad bar, dessert bar and table cleanliness and product replacement as directed by Assistant Galley Manager. Assist in the serving line as needed due to galley operation requirements (i.e. during major exercises). Assist in the service of customers passing through the line. Assist in maintaining cleanliness of servicing area and product replenishments. Maintain control of meals to go for accurate payment methods. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE/EDUCATION

Six months of general experiences OR 1 year above High School.

GENERAL EXPERIENCE includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPETENCY: The American Language Course Placement Test (ALCPT) score 60% is required or the TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of General Cash Control procedures, money counting and reconciliation.
2. Skills in USD and KRW Cash Controls and Daily Activity Report (DAR) Reporting procedures.
3. Abilities to use Point of Sale System / to perform other duties as assigned.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees. (Korea-wide)
2. All Korean National outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an**

application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results. It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated**. Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3428.