

*******JOB OPPORTUNITY*******

NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO: MWR-59-13

POSITION TITLE: Recreation Aid (Cashier); NF-0189-01

SALARY: \$7.79 - \$8.00 Per Hour (Summer Hire)

EMPLOYMENT STATUS: Flexible 0-28 hours p/week; no benefits

LOCATION: Marina, MWR Department, NAS JAX

AREA OF CONSIDERATION: Local Commute Area

OPENING DATE: 11 June 2013

CLOSING DATE: Open Until Filled

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BRIEF DESCRIPTION OF DUTIES: Receives and records monies received from patrons on computerized point of sale system ensuring accuracy in providing change and receipts. Responsible for front line customer service by welcoming and assisting persons that enter the facility; answers incoming phone calls from customers by providing information about facility, equipment, hours of operation and programs offered. Receives, records and makes reservations for use of the facility with individuals, groups, and commands. Will be assigned and responsible for the maintenance of a cash fund. Prepares Daily Activity Reports (DAR's) at the end of shift in accordance with established policies and will deposit funds at the Navy Exchange cash office at the end of each shift. Assists with general housekeeping of facility such as policing grounds, sweeping and dusting of work area, emptying trash receptacles and cleaning of restrooms.

QUALIFICATIONS: Knowledge and ability to operate a computerized point of sale system and provide proper change. Documented cash handling experience is a must. Knowledge of the Marina operations is not necessary for selection however the incumbent must be able to learn the terminology and the basic rules of the program and services offered to assist patrons and answer operational questions. Must have the ability to meet and deal effectively with a variety of patrons of varied rates, ranks and backgrounds. Incumbent will be required to multi-task; during peak hours of operations the incumbent must be able to effectively assist many patrons at the same time. Must be able to exercise good judgment in applying well established policies and procedures.

Incumbent must be able to obtain and maintain a positive National Agency Check (NAC) background screening or higher as required by local policy.

EMPLOYMENT PREFERENCE: If requesting spouse preference you must attach a copy of the Request For Military Spouse Preference Form along with a complete copy of the spouse's PCS Orders to your application or resume as well as a copy of the marriage certificate showing the marriage occurred prior to the PCS.

HOW TO APPLY: All interested applicants should submit application or resume in person, or by mail to:

MWR Department Personnel Office
P.O. Box 14 Bldg 1
Naval Air Station
Jacksonville, FL 32212

Or fax to: (904) 542-3424

Or submit online at JAXS_NAS_MWRJOBAPPS@NAVY.MIL

NAF Application form and Request for Military Spouse Preference form are available at MWR Personnel Office located in Building 1, on Langley Street between Yorktown and Saratoga Avenues. These forms can also be downloaded at <https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "MWR Jobs," and on Facebook at www.facebook.com/nasjaxmwr.

NOTE: As a condition of employment, you will be required to participate in the direct deposit/electronic funds transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subjected to administrative action for failure to enroll unless a waiver has been obtained.

Employment is contingent on the successful completion of a National Agency background check.

We are an E-Verify participant.

"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."