



WAITER / WAITRESS

Announcement # M-05213

Salary: \$8.03 per hour Series/Grade: NA 7420 01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: River's Edge Catering & Conference Center - Pax River NAS

OPENS: 26 July 2013
1st cutoff: 09 Aug 2013
CLOSES: when filled

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE POSITION

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/regions/ndw/about/jobs.html>. Submit required forms OF 612 and OF 306 to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but **NOT** in place of the OF 612 and OF 306.

DUTIES AND RESPONSIBILITIES:

Performs "behind-the-scene" food and beverage service functions, together with related housekeeping activities such as the following: Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food and beverages to be served or on direction of the supervisor. Readies assigned groups of tables for food and beverages, ensuring dishes, glasses and silverware meet required cleanliness standards and linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, napkins, silverware, ice and other extras that may be required during the meal or when beverages are served. Supplies back-up tables with such supplements as butter, ice, coffee, fruits, juices salads and breads. Refills food and beverage containers and performs emergency clean up services. Cleans tables and prepares them for new guests. May mop, wax and buff floor in assigned area. May perform other related cleaning duties such as washing dining area, bar and lounge windows and cleaning entryway. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of proper food handling and sanitation techniques. Knowledge of proper table setting techniques. Ability to follow oral instructions; performs routine manual tasks involving few steps. Must have an understanding of personal hygiene standards. Must be able to obtain a valid Health Card.

Work requires prolonged standing, walking, reaching, and light lifting.

SPECIAL REQUIREMENTS:

This position is subject to completion of a satisfactory background investigation.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**