



RECREATION ASSISTANT

Announcement # M-06313

Salary: \$12.24 per hour Series/Grade: NF 0189 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: CEDAR POINT GOLF COURSE –PAX RIVER

OPENS: 16 September 2013
1st Cutoff: 30 September 2013
CLOSES: WHEN FILLED

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE SCHEDULE (0 – 40 hours per week)

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/regions/ndw/about/jobs.html>. Submit ALL required forms 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:

Responsible for the operation of the golf pro-shop, clubhouse, bar, driving range and practice areas. Also responsible for assigned Recreation Aides, Bartenders, Starters and Marshals. Maintains a safe and efficient operation for all assigned areas including, pro-shop, clubhouse, bar, tees, driving range, practice areas and cart rentals. Responsible for the maintenance and security of assigned areas and spaces ensuring a clean and presentable facility. Serves as the central point of contact for all matters relating to the day-to-day operation of the Golf Course. Receives incoming telephone calls, determines the identity of the caller, nature of the call and drawing upon a comprehensive knowledge of the activities and operations, speaks for and expresses the principles, perspective and posture of the Manager. Responds to inquiries from the Commanding Officer and other high ranking officials as to the state of various aspects of the Golf Course Operations. Acts as liaison between Manager and subordinates and on own initiative, keeps them informed of the Manager's views of planned and projected programs. In the absence of the Manager, coordinates with other supervisory personnel of the Branch insuring that the Manager's policies are carried out effectively and that required deadlines are met and that pertinent reports are submitted on time. Will be responsible for opening the Clubhouse and Pro Shop and securing at the completing of the shift. Supervises the scheduling of tee times. Assists in the scheduling of Golf Tournaments and special events. Will assist with tournament duties which may include, scheduling, planning, promoting, starting, scoring, awards presentations, billing, collecting fees and food & beverage operations. Receives, logs and routes all incoming correspondence determining that which can be handled personally. Prepares correspondence for the Manager on a variety of subjects. Responsible for ensuring that procurement requests are submitted to the office for supplies, food & beverage requests and merchandise are submitted in a timely manner. Receives merchandise and forwards documentation to accounting division. Handles inventory control. Assists patrons with merchandise selection. Resolves customer complaints. May serve as cashier or bartender when necessary. Initiates work requests for building maintenance and repair. Enforces all rules and regulations regarding the Golf Course. Performs other related duties as necessary.

QUALIFICATIONS:

Must possess knowledge of general office functions and equipment. Must be able to communicate effectively with patrons, suppliers and other base related personnel. Experience in golf course operations is desired. Ability to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI). Must be able to obtain a Health Card and complete Sanitation & CARE alcohol training.

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.

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.**

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.