



ANNOUNCEMENT NUMBER: 12-037

OPENING DATE: 13 JANUARY 2012

1st CUT OFF DATE: 27 JANUARY 2012

CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE, SERIES AND GRADE: RECREATION AID, NF-0189-01

SALARY: \$8.00 - \$11.50 PER HOUR

WORK SCHEDULE: FLEXIBLE FULL TIME (21-39) HOURS PER WEEK

**LOCATION: U.S. NAVAL SUPPORT ACTIVITY, MORALE, WELFARE AND RECREATION
DEPT, BUSINESS ACTIVITIES, BOWLING CENTER, NAPLES, ITALY**

DUTIES: Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change.

QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

OR

EDUCATION: Successful completion of 1 year above high school with course(s) related to the occupation (**Copy of transcripts is required**)

KNOWLEDGE, SKILLS, AND ABILITIES TO SUCCESSFULLY PERFORM THE DUTIES OF THE POSITION:

- 1) Ability to provide prompt and friendly customer service.
- 2) Knowledge of cash handling procedures, and ability to operate a cash register.
- 3) Ability to learn MWR policies , rules and regulations involving the work area

NOTE: PERSONS WHO ARE US CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A US POSITION.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.