



ANNOUNCEMENT NUMBER: 12-104 MULTIPLE POSITIONS

OPENING DATE: 11 MAY 2012
FIRST CUT OFF DATE: 25 MAY 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

**LOCATION: MORALE WELFARE AND RECREATION DEPARTMENT, FITNESS BRANCH
CAPODICHINO/SUPPORT SITE, NAPLES, ITALY.**

DUTIES: Employee issues, rents and sells various types of recreation equipment, uniforms, and athletic gear to authorized patrons, ensuring that all custody records are properly filled out and all fees collected. Inspects items for damages and accepts equipment upon return. Returns equipment to proper storage area. Ensures that sufficient items are on hand to meet expected demand and requisitions items when stock runs low. Maintains daily and monthly inventory of all recreational and athletic equipment on hand. Performs duties of cashier in all types of transactions (i.e. retail, rental, and facility fees). Employee safeguards all cash receipts and prepares daily activity reports. Performs maintenance on various types of recreation and athletic equipment to ensure that all equipment is in good condition and safe for patron use. Performs specialized maintenance on weightlifting and general exercise equipment on a daily basis to ensure proper working condition and safety precautions.

QUALIFICATION REQUIREMENTS: OPM Handbook X-118 applies which requires:

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.

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) Must be familiar with gymnasium complex regulations.

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.