



**Non-Appropriated Fund Vacancy**  
**ANNOUNCEMENT NUMBER NAF-2012-48**

**Opening Date:** 10 September 2012

**Closing Date:** Open Until Filled  
1<sup>st</sup> Cut Off: 21 September 2012

**Position:** On-Call Waiter/Waitress, NA-7420-01

**Salary:** \$7.82 per hour (day rate), eligible for nightshift differential

**Employment Category:** On-Call Flexible, 0-40 hours per week, with no benefits. Will require working at night, week-ends and Holiday hours. NOTE: Employment category may be changed at a later date to Regular Part Time or Regular Full Time without further competition.

**Location:** Conference Center aboard Naval Submarine Base, Kings Bay, GA

**Area of consideration:** General Public and Spouse Preference Eligibles

**Duties:** 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 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. Refills food and beverage containers and performs emergency cleanup 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 and cleaning entryway. Will be required to move and set-up tables and chairs for various events/functions. Performs other related duties as assigned.

**Qualifications:**

- Must have knowledge of proper food handling and sanitation techniques.
- Must have knowledge of proper table setting technique.
- Ability to follow oral instruction.
- Must have the ability to perform routine manual tasks involving few steps.
- Must have an understanding of personal hygiene standards.

**Physical Demands and Work Environment:** Work requires prolonged standing, walking, reaching and moving of tables and chairs. Work is normally performed inside with adequate lighting and heat. Exposed to the possibility of minor cuts, bruises, and slippery floors when in the kitchen area.

**Basis of Review:** Applicants will be evaluated based on experience and qualifications described above and presented in written format.