

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO. 12-020**

**POSITION TITLE: CLUB OPERATIONS ASSISTANT, NF-0303-02**

**SALARY: \$9.00 - \$11.00 per hour**

**EMPLOYMENT CATEGORY: FLEXIBLE**

**LOCATION: COMMANDER NAVAL REGION SOUTHWEST ASIA,  
MORALE, WELFARE AND RECREATION DEPARTMENT –  
CAMP LEMONNIER, DJIBOUTI.**

**AREA OF CONSIDERATION: ACTIVE DUTY MILITARY MEMBERS**

**OPENING DATE: 04 November 2011**  
**FIRST CUT OFF DATE: 11 November 2011**  
**CLOSING DATE: Open until filled**

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**INTRODUCTION:** This position is under the auspices of the Morale, Welfare & Recreation Department, Naval Support Activity, Commander Naval Region, Europe Africa, Southwest Asia; position is located at Camp Lemonier, Djibouti, Africa.

**MAJOR DUTIES AND RESPONSIBILITIES:** Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends. Responsible for the issue, receipt, and control of cash. Makes unscheduled cash counts. Prepares reports of significant occurrences during the shift. Assures satisfaction by resolving complaints and other customer issues. Inspects and secures facility at the end of the shift. Maintains and enforces security for funds, merchandise, supplies, equipment and property in accordance with directives and regulations. Must be alert to alcohol abuse and take appropriate action.

**Qualification Requirements:**

Applicants must have a minimum of one year of experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required. Familiarity with cash handling procedures and sales operation. Ability to communicate both orally and in writing, and to provide work direction to other employees.

**HOW TO APPLY:** Applicants must submit their resume OR, an [OF-612 \(Optional Application for Federal Employment\)](#) along with copy of your orders and chit/authorization from your command stating you may work during off duty hours for receipt by the cutoff date. The applications may be faxed to 011-39-081-568-8151 or emailed to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil). Any questions should be directed to Filomena De Stefano 011-39-081-568-5612.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of 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 call 011-39-081-568-5612 or e-mail them to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) 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.