

**COMMANDER NAVY REGION JAPAN
COMPETITIVE VACANCY ANNOUNCEMENT
NONAPPROPRIATED FUND**

<u>ANNOUNCEMENT NUMBER:</u>	<u>CNRJN94Y12-SASEBO-002</u>
<u>POSITION TITLE:</u>	<u>Assistant Club Manager</u>
<u>SERIES AND PAY BAND:</u>	<u>NF-1101-03</u>
<u>EMPLOYMENT CATEGORY:</u>	<u>Regular Full-Time</u>
<u>OPEN DATE:</u>	<u>07 September 2012</u>
<u>CLOSING DATE:</u>	<u>07 October 2012</u> <u>1st Cut-Off: 22 September 2012</u>
<u>LOCATION:</u>	<u>Galaxies Club, MWR Department</u> <u>Commander Fleet Activities Sasebo, Japan</u>
<u>SALARY:</u>	<u>\$23,500 to \$35,000 per annum DOE</u> Plus non-taxable Post Allowance and non-taxable Living Quarters Allowance (LQA)
<u>AREA OF CONSIDERATION:</u>	<u>Worldwide - All Sources</u>
<u>RELOCATION EXPENSES:</u>	<u>Authorized</u>
<u>HOUSING ALLOWANCE:</u>	<u>Authorized</u>

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for "return rights"

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Yen rate of exchange and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Yokosuka installation. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement. Please check with your servicing personnel office.

Information on allowances can also be obtained via internet at <http://aoprals.state.gov>, Dept. of State Standardized Regulations (DSSR)

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POSITION INTRODUCTION:

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent assists the Club Manager in the overall management of the Club. The incumbent assumes the duties of the Club Manager in his/her absence.

POSITION DUTIES AND RESPONSIBILITIES:

- Assists with the planning, directing and managing a well-round club program that includes dining, social and recreational events.
- Uses initiative, judgment and originality in food and beverage planning, merchandising and control. Applies existing guidelines and develops own supplements and procedures for use by the staff to evaluate patron needs and interests. Assists with the formulation of club instructions, directives and SOPs

- Assists club manager in promoting effectiveness and efficiency within the club using strong organizational and budgetary guidelines. Works with employees to develop strong internal controls to ensure compliance with CNIC's mandated financial standards.
- Works with the Club Manager to establish training programs to ensure that employees are thoroughly knowledgeable of their particular duties and of management's expectations. Provides adequate supervision and guidance to ensure those duties are carried out.
- Assists the Club Manager in determining facility and equipment modernization requirements. Establishes weekly, monthly and quarterly facility and equipment maintenance schedules and ensures their implementation.
- Conducts management review of onsite programs and activities, identifying problems and/or deficiencies and takes appropriate corrective measures. Develops financial goals and objectives for each department within the facility and ensures that employees are appraised of their progress.
- Plans and develops new menus, special events, etc. that require coordination between the various departments within the club. The incumbent is often required to coordinate with other activities, MWR Managers, vendors, and personnel.
- Incumbent attempts to resolve customer and/or employee disputes before they are brought to the attention of the Club Manager. Establishes effective internal communication controls.
- Prepares work schedules for employees and checks time cards for accuracy and ensures there is no unauthorized overtime.
- Assists with maintaining and updating the Food Trak inventory system to ensure accurate item pricing and costing, inventory levels, and recipe cards. Also assists with maintaining the Point of Sale System.
- Assists in the procurement of food, beverages and supplies. Procures all office supplies and retail merchandize. Assists with monthly food and beverage inventories. Establishes cost control procedures, ensure their application and modifies procedures as necessary.
- Works with Club Manager to review, analyze and evaluate RAMCAS statements. Determines red flag areas and develops corrective action to implement solutions.
- Ensures that effective controls are in place and implemented to maintain accountability for all funds. Verifies that receipts are properly deposited and that required financial records and reports are prepared and properly maintained.
- Functions as a key element of the MWR management team, ensuring club support of various MWR special events and programs, as well as staff, supply and logistical support for areas of food, beverage and entertainment for all MWR divisions as special circumstances warrant.

QUALIFICATION REQUIREMENTS

A Bachelor's Degree in Business Administration or Hospitality Management field OR at least three years of relevant management experience. Knowledge of computers (Windows, Word and Excel is required). Knowledge of POS systems and Food Trak Inventory Software is preferred.

Applicants who meet the minimum qualification requirements will be rated on the following related Knowledge, Skills and Abilities (KSAs), and must address these factors to receive full consideration.

- Knowledge of DoD and Navy club policies, regulations, administrative practices and procedures related to management, planning, budgeting, scheduling and coordinating club social and recreational programs and for efficient operation and use of assigned facilities and equipment.
- Skills in developing directives, instructions and procedures concerning the administration of social and recreational activities and utilization of the club resources.
- Skills in developing and conducting surveys and audits to identify program deficiencies.
- Knowledge of industry and Navy food sanitation standards; knowledge of food operations and special event practices including menu design, food preparation, proper service techniques, decorating, customer flows, beverage service, contact preparations, portion controls and scheduling. Incumbent must possess the ability to manage an operation with a widely diverse menu.
- Knowledge and understanding of the regulations and guides to interpret and apply them to a variety of accounting situations; knowledge of accounting procedures sufficient to follow individual funds from initiation through expenditure stages in order to trace discrepancies in the system..
- Ability to communicate effectively and accurately both verbally and in writing. Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with supervisor and other workers.

HOW TO APPLY: All interested applicants should mail or e-mail resume (sample resume available at <http://www.navy.mwr.org>) or OF-612 (Optional Application for Federal Employment) with the OF-306 (Declaration of Federal Employment). You can find both forms at <http://www.opm.gov/forms/index.asp>

Mail:

**Commander Navy Region Japan
NAF Human Resource Office-N941
PSC 473 Box 12
FPO AP 96349-0060**

EMAIL: E-mail: MWR_Recruitment@fe.navy.mil

Applications/resumes received after the closing date will not be considered. Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel the vacancy announcement at any time during the recruitment process.

As a condition of employment, selectee will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 30 days of employment. This is the DoD standard method of payment of personnel. Employees will be subjected to administrative action for failure to enroll unless a waiver has been obtained.

Must have or be able to obtain a U.S. Government Vehicle Driver's License and must complete satisfactorily the Food Handler's Physical Examination.

Employment is subject to successful National Agency Background Check.

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

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will be 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.

ABOUT FLEET ACTIVITIES SASEBO

Fleet Activities Sasebo provides logistical support for the forward deployed ships of the Seventh Fleet Amphibious Ready Group. Sasebo is located on the southern island of Kyushu, Japan, not far from the city of Nagasaki. It enjoys a semi-rural atmosphere far from the crowded conditions of the Tokyo area. Sasebo is located close to major cities so that you will not feel isolated.

Sasebo's southern location makes for hot, humid summers, very similar to the Washington DC area, but not relatively mild winters. Annual snowfall averages less than two inches per year. Autumn in Sasebo is a very colorful time of year. The many trees turn a multitude of colors similar to those found in the North Eastern part of the United States. Sasebo's many mountains, beaches and green forests offer scenic attractions and activities that appeal to both individuals and families. Some of these activities include hiking, camping, cycling, fishing, sailing and sightseeing.

The base is located very close to the cities of Arita and Mikawachi, both world renown for their unique porcelain. There are also numerous historic sights with traditional shrines and temples, Japanese gardens, castles, ryokans (Japanese hotels) and antique shops. The city of Sasebo hosts many traditional festivals throughout the year and actively seeks participation from sailors and their families. For those seeking the excitement of the big city, the cities of Fukuoka and Nagasaki offer a wide variety of State side stores including toys, food, clothing, COSCO, Eddie Bauer and a host of others. Large shopping areas, sporting and concert arenas, museums and hotels are also available. Fukuoka also sports a booming nightlife with its many clubs and restaurants.

The Japanese people are extremely friendly and courteous and Fleet Activities Sasebo enjoys a particularly close relationship with the surrounding community. Japan has one of the lowest crime rates in the world and is a very safe and enjoyable place to raise a family.

While Japan has a reputation of being very expensive, it is largely Tokyo where prices can be stratospheric. Selectees initially recruited from the United States will be entitled to transportation and moving costs for themselves and their family members. Household goods are shipped and a housing allowance is paid to cover monthly housing and utility cost. Some expenses like car registration and car insurance are a fraction of prices charged Stateside. Excellent DoD schools are available from Elementary to High School. Limited college courses are also available. Commissary and Exchange privileges are authorized. Medical and Dental facilities are also available on base.

To operate a privately owned vehicle (POV) in Japan, employee must have a valid U.S. Forces, Japan Operator's Permit (USFJ Form 4) for civilian vehicle. To obtain this permit, employee must have a valid U.S. State Driver License or a U.S. Territory Driver License. This same requirement applies to employee's family members if they desire to operate a POV in Japan.

**BAR ASSISTANT
NA-7405-02**

I. INTRODUCTION:

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent assists in the operation of a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served.

II. MAJOR DUTIES:

- 1. Assist in the complete set-up of the bar and ensure that there is adequate supply of beverages (liquors, sodas, beers, liqueurs, etc.), mixes, condiments, ice, garnishes, glasses, napkins and utensils at all times.**
- 2. Replace empty beer kegs with full ones and stock beer coolers. Unload and stack for storage all necessary supplies and clean and replace pressurized containers.**
- 3. Visually recognize shortages of supplies at the bar, i.e., beverages, beer, condiments, glasses, napkins, etc. and replace them as necessary or as directed by the Bartender.**
- 4. Help set-up service bars and portable bars. May mix and serve simple drinks under the technical guidance of the Bartender. May collect money from patrons and settle account with the Bartender.**
- 5. Continually maintain the areas in a presentable and sanitary condition. Washes bar equipment, glassware and utensils.**
- 6. Assist in taking daily and monthly inventories.**
- 7. May perform the duties of the Bartender during emergencies.**
- 8. Incumbent must present a neat, well-groomed appearance at all times.**
- 9. Performs other related duties as assigned.**

III. CONTROLS OVER THE POSITION:

Position is under the direct supervision of the Club Manager or his/her designated representative.

IV. MINIMUM QUALIFICATIONS:

Must be at least 20 years of age. Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with co-workers and members of the MWR Department.

Must be able to stand and walk for long periods of time and be able to work day, night and weekend shifts, including holidays. Must complete the Food Handler's Physical Examination satisfactorily. Must be able to work harmoniously with co-workers and members of the MWR Department.

V. WORKING CONDITIONS:

The work requires long period of standing and walking with recurring bending, crouching and similar activities. Requires frequent light to moderate lifting and carrying objects weighing up to 40 pounds.

Incumbent works inside areas that are normally well lighted, heated, and well ventilated. May work occasionally outdoors. Exposed to loud noises and the possibility to chapped hands, cuts and bruises.

This position is exempt from the overtime provisions of the Fair Labor Standards

BARTENDER
NA-7405-05

I. INTRODUCTION:

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent operates a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served.

II. MAJOR DUTIES:

- 1. Responsible for the proper operation of the bar including cash receipts and inventory accountability.**
- 2. Responsible for the complete set-up of the bar and for ensuring that there is adequate supply of beverages, condiments, garnishes, glasses, napkins and utensils at all times.**
- 3. Mix and serve a wide variety of beverages by combining ingredients such as liquor, soda, water, sugar, bitters and fruit garnishes in the correct proportions and mixtures used in preparing beverages according to name request from patrons. Serve liqueurs, beer, wine and sodas to patrons and cocktail waiter/waitress staff.**
- 4. Receive money from patrons, total sales on cash register, makes change and maintains Daily Activity Record (DAR).**
- 5. Maintain the area in a presentable and sanitary condition at all times and wash bar equipment, glassware and utensils.**
- 6. Ensures that CFAS and DON guidelines on the sale and consumption of alcoholic beverages are strictly followed. Check ID card when necessary.**
- 7. Assist in taking daily and monthly inventories.**
- 8. Incumbent must present a neat, well-groomed appearance at all times.**
- 9. Performs other related duties as assigned.**

III. CONTROLS OVER THE POSITION:

Position is under the direct supervision of the Club Manager or his/her designated representative.

IV. MINIMUM QUALIFICATIONS:

Must be at least 20 years of age and must have the knowledge of and ability to mix and serve a wide variety of alcoholic beverages by combining various ingredients. Ability to independently set-up and operate a full service bar, including responsibility for cash and inventory.

Ability to meet and converse with the public in a friendly and courteous manner and must have the ability to work harmoniously with co-workers and members of the MWR Department.

Must be able to work day, night and weekend shifts, including holidays. Must complete the Food Handler's Physical Examination satisfactorily.

V. WORKING CONDITIONS:

The work requires long period of standing and walking with recurring bending, crouching and similar activities. Requires frequent light to moderate lifting and carrying of objects weighing up to 40 pounds.

Incumbent works inside areas that are normally well lighted, heated, and well ventilated. May work occasionally outdoors. Exposed to loud noises and the possibility to chapped hands, cuts and bruises.

This position is exempt from the overtime provisions of the Fair Labor Standards Act.

**CLUB OPERATIONS ASSISTANT (DISC JOCKEY)
NF-1101-01**

I. INTRODUCTION:

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo Japan. The incumbent is to perform a variety of entertainment related duties assigned at the MWR facilities. Duties may include Disc Jockey, Karaoke Jockey, Video Jockey, Master of Ceremonies, Mobile Disc Jockey, Light Jockey, Disc Jockey Assistant, music library cataloging, equipment maintenance, and hosting contests/promotional events.

II. MAJOR DUTIES:

- 1. Incumbent is responsible for the proper use of a variety of DJ equipment including CD players, amplifiers, mixers, turntables, MP-3 players, lighting effects and controllers and the use of a variety of CDs, videos and DVDs. Follows strict programming guidelines on musical format and contents.**
- 2. Monitors dance floor for patron participation and proper dance floor rotation and monitors weekly billboard charts to ensure the latest music is being played. Follows national trends, such as new dance crazes, to bring the latest "State Side" feel to the performance.**
- 3. Assists in club programming to include promotions and music format and assists with yearly promotional calendar development.**
- 4. Responsible for the safeguarding of club equipment and music supplies such as CDs, DVDs and videos. Returns all equipment to proper location and secures it after use.**
- 5. Maintains cleanliness of the DJ Booth and its surrounding area, all club DJ equipment as well as all videos and CDs, etc. Notifies management of problems and records them in the Disc Jockey's Log Book.**
- 6. Incumbent must familiarize themselves with the contents of BUPERSINST 1710.13A (Regulations, Policies and Procedures for Navy Club Food, Beverage and Entertainment Operations), as specifically applies to Navy standards for entertainment and promotions. Knowledge and compliance with current CFAS, MWR and Club regulations and SOPs is required.**
- 7. Maintain proper decorum throughout the facility in accordance with prescribed rules and regulations.**
- 8. Must present a strong customer service attitude at all times.**

9. Performs other related duties as assigned.

III. CONTROLS OVER THE POSITION:

Position is under the direct supervision of the Club Manager or his/her designated representative. Incumbent carries out assigned functions within prescribed policies and operational procedures. Unusual operational problems are referred to the supervisor for assistance and guidance. Work is reviewed for overall efficiency, quality of performance and customer satisfaction.

IV. MINIMUM QUALIFICATIONS:

Must have the knowledge of a variety of music formats, current music, mixing, beats per minute, and floor rotation is desirable. Must be able to talk on a microphone in front of large audience and be able to motivate the crowd to participate in promotions/contests. Two years experience is preferred, but not required.

Knowledge of computers is desirable. Must have or be able to obtain a U.S. Government Vehicle Driver's License.

Must be courteous and possess a people-oriented personality and the ability to use tact and diplomacy in dealing and communicating with customers and co-workers, including members of the MWR Department.

Must present a neat, well-groomed appearance at all times. Must be able to stand and walk for long periods and must be able to work day, night and weekend shifts, including holidays.

V. WORKING CONDITIONS:

Incumbent requires constant standing, walking, bending and stooping. Frequently requiring light to moderate carrying and lifting objects weighing up to 40 pounds. Work areas may be uncomfortable, heated, and noisy and subject to drafts, dust and dirt. Chance of minor cuts, bruises and scrapes. Will occasionally work outdoors.

This position is exempt from the overtime provisions of the Fair Labor Standards Act.

Operations Assistant (Club)
NF-0303-02

BRIEF DESCRIPTION OF DUTIES: Responsible for assisting in the assurance of an efficient operation of the Galaxies Club. Must promote good patron relationship and enhance the image of the Club. The incumbent reviews the schedule of functions that are to take place during the assigned shift in order to ascertain what special preparations are required. Ensures that all necessary space, supplies, and equipment are available and that necessary setups are completed.

Responsible for assisting the Galaxies Club Manager with the performance of the following specific responsibilities and duties: (a) Exercising supervision over the operations of the Club; (b) Assists the Manager by ensuring custody of all records and property of the activity and all government property in the possession thereof is maintained; (c) Verifying the receipts of stock of merchandise and being responsible for the safekeeping; (d) Being responsible for the receipt safekeeping, deposit, and accountability of funds; (e) Maintaining accurate accounts and records. Responsible for the operation, coordination and maintenance of the Club. Assists in conducting a thorough and comprehensive safety program for all areas. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Business Administration and Accounting experience desired. Must develop working knowledge of all activities in the Galaxies Club. Must have the ability to properly supervise a group of civilian and local national personnel. Must have the ability to render decisions, and the ability to influence others in obtaining cooperation and assistance. Must present a neat, well-groom appearance at all times. Must be able to present a polite, friendly and professional demeanor at all times when dealing with both internal and external customers.

APPLICATION PROCEDURES: interested applicants are to submit MWR Employment Application on OF-612 (Application for Federal Employment) to the MWR NAF Human Resources Office, COMFLEACT Sasebo, FPO AP 96322-1190. For additional information, please call 252-3328 or visit the MWR NAF Human Resources Office located on the second floor above the Bowling Center.

NOTES:

- First consideration may be given to current MWR employees.
- Eligible spouses of active military personnel will be provided preferential consideration.
- If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veterans Administration, are required to establish compliance with the requirements for active duty and for separation under honorable consideration.
- Management deserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions

to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.

- Mandatory participation in Direct Deposit.
- Once submitted, applications and all attachments become the property of MWR Personnel Office, Sasebo, and will not be returned or copied.

The Department of the Navy is an Equal 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.

NAVY – AN EQUAL OPPORTUNITY EMPLOYER