

## Fleet & Family Readiness Programs

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### NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-048 \***AMENDED**

**LOCATION OF POSITION:** Morale Welfare and Recreation (MWR) Department, Food and Beverage Division, NAS Whiting Field, Milton, FL

**OPENING DATE:** 02/24/16

**CLOSING DATE:** Open Continuous

**POSITION:** Food Service Worker/NA-7408-02

**SALARY:** \*\$8.66/PH

**EMPLOYMENT CATEGORY:** Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays, and evening/rotating shifts. Group benefits not included.)

**AREA OF CONSIDERATION:** Applications will be accepted from all sources.

**DUTIES:** Performs various tasks involved in the preparation of simple foods, serving/cooking foods, maintaining cooking equipment and areas are clean orderly condition. Prepares hot and cold sandwiches, and various other short order foods; slices meats, cheeses, and breads; prepares assorted alcoholic and non-alcoholic beverages. Serves customers at counter; receives orders and serves food/beverages. As required, sets up serving counters by sorting and stacking such items as dishes and glasses, arranges silverware; arranges desserts, cold beverages, etc.; stocks condiment stands, and hot and cold drink dispensers. Removes soiled dishes from tables, washes and sterilizes flatware, glassware, dishes and cooking utensils by hand or machine, as required. Keeps counter and other equipment/appliances clean and sanitary. Operates cash register; computes charges, collects and accounts for cash. May requisition food items and receive merchandise, as required. Assists in taking inventory. May open and close the snack bar.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The work area is usually warm, uncomfortable and noisy. Incumbent is exposed to steam, fumes and odors, and to heat and cold due to refrigerators, freezers, oven, grills, etc. The danger exists of falling on floors that are wet and/or where food has been spilled; of receiving burns from steam, hot water or hot food; and of being cut by knives, slicers, etc. Incumbent is required to lift and move objects weighing up to 30 pounds and may occasionally lift objects weight up to 50 pounds with assistance. The job requires constant standing and walking.

**QUALIFICATIONS:** Must have ability to follow recipes and combine ingredients to prepare a variety of sandwiches; must have ability to make coffee, tea, etc.; ability to use variety of kitchen equipment, and determine serving portions. Employee must know steps needed to complete work and have ability to follow specific oral/or written instructions regarding new assignments; must be able to use judgment regarding standards of sanitation, timing and courtesy in serving patrons. Must be able to compute charges and use cash register.

**SEE REVERSE SIDE OR BELOW FOR ADDITIONAL INFORMATION AND FILING INSTRUCTIONS**

**NOTE:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

**We are an E-Verify participant.**

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

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**TO SUBMIT BY MAIL :** MWR NAF Personnel Office,  
150 Hase Rd. Bldg. 3249,  
NAS Pensacola, FL 32508 **OR...**

**FAX:** (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP\_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website:** [www.navywmwrpensacola.com](http://www.navywmwrpensacola.com). The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

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IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

**SPOUSE PREFERENCE:** If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

**VETERAN PREFERENCE:** If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

**ACTIVE DUTY MILITARY:** Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

**TRANSITION HIRING PREFERENCE:** If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

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**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,  
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**

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