

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-016

LOCATION OF POSITION: Navy Gateway Inns & Suites Department, NAS Whiting Field, Milton, FL.

OPENING DATE: 01/14/16

CLOSING DATE: Open Continuous

POSITION: Front Desk Associate/NF-0303-02

SALARY RANGE: \$9.67/PH

EMPLOYMENT CATEGORY: Flexible (May be scheduled to work up to 40 hours weekly. Will be required to work weekends, holidays, and evening/rotating shifts. No group benefits.)

AREA OF CONSIDERATION AND CANDIDATE SEARCH: Applications will be accepted from all sources

DUTIES: Ensure guest privacy and security measures are maintained at all times. Receive requests and processes reservations within established guidelines. When rooms are not available, provides a certificate of non-availability (CNA) and/or alternative lodging in the area. Utilizes the property management system to register guests and assign room upon check-in. Secures authorization for credit cards, collects service charges, damage, and other charges upon check-out. Receive and account for a change fund. Prepare DAR and deposit cash receipts end of each shift. Inventory keys, etc. Answer phones, etc. Check all DV/VIP rooms prior to guest arrival. Provide information/maps for base and local area. Performs other related duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Work is primarily performed in an office environment. Requirements include extended periods of standing, walking, lifting and carrying objects up to 30 pounds. Work is primarily indoors in areas that normally have adequate heat, light and ventilation.

QUALIFICATIONS: Six months of work experience that demonstrates knowledge of basic principles, concepts, standards, and regulations related to front desk and/or reservation operations. Must be skilled in the use of a personal computer and various software programs. Must possess both math and reading skills. Must be able to communicate in English both verbally and in writing with management, staff and guest. Experience handling large amounts of cash. **Incumbent is expected to obtain certification for front desk operations and other requirements outlined in the Lodging Career Path Guide. Must meet requirements for local and National Agency Check (NACI). Enrollment in Direct Deposit/Electronic Fund transfer of your pay check is mandatory and is a condition of employment.**

SEE REVERSE SIDE FOR FILING INSTRUCTION AND ADDITIONAL INFORMATION

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.

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. 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.

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

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