

# Fleet & Family Readiness Programs

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## NON APPROPRIATED FUND NAF ANNOUNCEMENT NUMBER #WF21-009

**LOCATION OF POSITION:** Morale Welfare and a Recreation (MWR), NAS Whiting Field, Milton FL

**OPENING DATE:** 10/08/2021

**CLOSING DATE:** 10/22/2021

**POSITION:** Cook / NA-7404-04

**SALARY:** \$11.50/ PH

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

**AREA OF CONDISERATION:** Applications will be accepted from all sources

**DUTIES:** Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage. Performs other related duties as required.

**QUALIFICATIONS AND KNOWLEDGE:** Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles.

**PHYSICAL DEMANDS AND WORK ENVIROMENT:** Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40pounds unassisted, and occasionally lifts or move objects weighing over 40 pounds with the assistance of lifting devices or other workers. Kitchens are often warm and noisy. Exposed to steam, fumes, odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.

**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. Must meet requirements for local & national background check investigations (NACI). Drug testing is a requirement for positions deemed a Test Designated Position (TDP).

*As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with CNIC, if after November 22. CNIC will provide additional information regarding what information or documentation will be needed and how you can request of CNIC a legally required exception from this requirement.*

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

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 Accommodation for NAF Employees. People with disabilities are a valued part of the CNIC workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to job locations, and enjoying all of the benefits and privileges of employment. The goal is full successful integration of people with disabilities into the workplace. Please contact CNIC NAF EEO Service Center: 1-866-295-0320 or [MILL\\_CNIC\\_NAF\\_EEO@navy.mil](mailto:MILL_CNIC_NAF_EEO@navy.mil) for more information.

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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 resume to NASP\_NAFPers@navy.mil. The position title and number of this vacancy announcement should be shown at the top of the resume.

**(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.**

**1. Reemployment Priority List (RPL):** Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate.

**To claim this preference, you MUST:**

- Submit a copy of your BBA Separation
- Notification indicating eligibility for RPL.

**2. Military Spouse Preference (MSP):** Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to the installation listed above. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions.

**To claim this preference, you MUST:**

- Submit sponsor's PCS orders to installation you are applying for; AND
- If you are not indicated as a spouse on the PCS orders, you MUST submit proof of marriage prior to PCS.

**3. Veteran's Preference/Gold Star Veteran's Preference:** Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates.

**To claim Veteran's preference, you MUST:**

- Submit a copy of your DD-214 (member 4 copy); AND
- Submit completed SF15 from the Veterans Administration (VA); AND
- Submit any other supporting documentation (disability, official statements, proof of service, etc)

**To claim Gold Star Veteran's preference, you MUST:**

- Submit completed SF-15 from the Veterans Administration (VA); AND
- Submit a legible copy of DD-1300; AND
- Submit any other supporting documentation (official statements, document of service, court decree, etc).

**Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.**

**FAILURE TO PROVIDE ALL OF THE REQUIRED AND APPLICABLE DOCUMENTS MAY RESULT IN YOU BEING DISQUALIFIED**

**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.

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS, PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675/850-452-3810**