

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

**VACANCY ANNOUNCEMENT**

ANNOUNCEMENT #M-00304A



**POSITION: COOK NA-05**

**SALARY: \$9.05 PH**

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**LOCATION: PATUXENT LANDING RESTAURANT**

**OPEN: 11 MARCH 2004**

**CLOSE: OPEN CONTINUOUS**

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**AREA OF CONSIDERATION: COMMUTING AREA**

Spouse Preference Eligible  
 Involuntary Separated Military

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Regular Full-Time (35-40 Hours Per Week)  
 Regular Part-Time (20-34 Hours Per Week)  
 Flexible (0-40 Hours Per Week)

One-Time Basis  
 Establish Register  
 Merit Staffing

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**HOW TO APPLY:** Submit current SF-171 or OF612 and any supplemental forms to Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670 Attn: Personnel Dept. For further information call 301-342-3653.

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**DUTIES AND RESPONSIBILITIES:**

Performs a wide variety of simple cooking tasks without being instructed or supervised on every detail. A variety of difficult cooking tasks will be performed with close supervision from the Lead Cook and/or Chef Supervisor. The following items will be required by the position:

Assist in preparing a large variety of food items for buffet style service and short order service from a daily worksheet.

Cooking methods involve all types: grilling, frying, baking, steaming, broiling etc.

Will be required to break-down recipe cards or adjust to support the scheduled menu.

All ingredients for preparation will be measured or weighed as per standard or local recipe card service.

Must have knowledge of preparing frozen, chilled, dry, canned or fresh food items.

Assist in setting up, breaking down and replenishing the buffet lines.

Assist in maintaining all equipment and working spaces in an immaculate condition (cleaned and sanitized) at all times.

Performs other related duties as assigned.

**QUALIFICATIONS:**

A minimum of two years cooking experience in the food service industry desired. Ability to follow oral and written instructions, such as work sheets, menus, and schedules. Ability to do simple arithmetic, e.g., multiply, ingredients in a recipe, deciding how many servings in a container, etc. Knowledge of food service equipment. Ability to follow standard recipe card service, work sheets as to the number of portions to prepare, etc. Knowledge of the standards of personal cleanliness and personal hygiene.

**Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.**

**Applicants must meet all eligibility requirements for the position.**

**Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.**

**Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.**

**Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.**

**Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.**

**Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.**

**The Department of the 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.**