

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-00404



POSITION: SNACK BAR OPERATOR NF-01

SALARY: \$6.50 PH

LOCATION: PATUXENT LANDING RESTAURANT

OPEN: 14 JANUARY 2004

CLOSE: OPEN CONTINUOUS

**AREA OF
CONSIDERATION: COMMUTING AREA**

Spouse Preference Eligible
 Involuntary Separated Military

<input type="checkbox"/> Regular Full-Time	(35-40 Hours Per Week)
<input type="checkbox"/> Regular Part-Time	(20-34 Hours Per Week)
<input checked="" type="checkbox"/> Flexible	(0-40 Hours Per Week)

<input type="checkbox"/> One-Time Basis
<input checked="" type="checkbox"/> Establish Register
<input type="checkbox"/> Merit Staffing

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.

DUTIES AND RESPONSIBILITIES:

Coordinate the sale of food snack items and the preparation of sale of short-order items. Ensures the proper preparation, portioning, display and price marking of food items and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents.

Ensures that adequate stock levels are maintained, requisitions merchandise and assists with periodic inventories.

Maintains security of work area, cash, fixed assets and merchandise inventory.

Ensures compliance with fire, safety, sanitation and security regulations.

May assist with the training of all assigned personnel.

Assists with the coordination, operation and maintenance of the activity during his/her shift.

Monitors operation of assigned area of responsibility, periodically checking to identify and resolve problems which may arise. Enforces rules.

Operates a cash register and handles cash in compliance with policy and regulation.

QUALIFICATIONS:

Must develop a working knowledge of the activities and assigned area of responsibility. Must have the ability to render decisions and the ability to influence other in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times. Must be able to obtain a valid health card.

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.