

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-03704



POSITION: RESTAURANT MANAGER NF-04

SALARY: \$40,000.00 - \$44,000.00

LOCATION: HOSPITALITY DIVISION

OPEN: 29 MARCH 2004

CLOSE: OPEN UNTIL FILLED

AREA OF
CONSIDERATION: COMMUTING AREA

(X) Spouse Preference Eligible
(X) Involuntary Separated Military

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

(X) One-Time Basis
() Establish Register
() 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

The incumbent is directly responsible for the efficient management, proper internal administration and operational controls of activities. Develop, establish, review and monitor rules and policies necessary for the operation of activities, i.e., hours of operations, rules of conduct, dress standards, etc. Select, train, supervise and evaluate to ensure responsiveness to the needs of the customers served. May act as temporary Hospitality Director in the absence of the cognizant person.

Uses statistical analysis of historical data, budgeting techniques, and applied business practices to monitor operations and assess ability to meet goals, standards and be self-sustaining. Conducts annual position reviews, analyzes results and initiates action to resolve problems areas. Responsible for understanding and actively supporting the Commands Affirmative Action/Equal Employment Opportunity (EEO) programs. Ensures EEO principles are reflected in all aspects of personnel management for current employees and applicants for employment.

Directs internal control programs to ensure compliance with all applicable regulations and standard operation procedures, correct discrepancies identified internally and by higher authority and to maximize efficiency, safety and overall integrity of operations. Develops, implements, executes and manages NAF and APF budgets. Assumes responsibility of the propriety, adequacy, and effectiveness of these systems and is accountable for financial actions. Provides timely, accurate and current financial reports as directed.

QUALIFICATIONS:

Experience: Five years of progressively responsible experience in the Hospitality Industry or a related business, with two years experience in management or a Bachelor's Degree plus three years of experience in the Hospitality industry.

Skills: Ability to communicate effectively, both orally and in writing. Knowledge of food and beverage preparation and storage to evaluate and supervise an effective, attractive, sanitary food and beverage program targeted to the specific markets serviced by the activity. Familiarity with the management of military clubs is desirable, but not mandatory. Knowledge of theories, principles and practices associated with management and personnel administration. Ability to program, organize and conduct conferences and training.

An equivalent combination of training and experience may be substituted for the qualifications listed above.

Incumbent must be able to obtain access to the base's computer network.

ENROLLMENT IN DIRECT DEPOSIT IS A CONDITION OF EMPLOYMENT

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.