



**NON APPROPRIATED FUNDS (NAF)
JOB OPPORTUNITY**



ANNOUNCEMENT NUMBER: MWR 28-2020

OPENING DATE: February 12, 2020

CLOSING DATE: February 25, 2020

POSITION: Waiter / Waitress Lead, River Cove Catering NL 7420 05

SALARY: \$13.08 per hour (nighttime differential may apply)

EMPLOYMENT CATEGORY: Flexible, rotating schedule, work days/nights/weekends and holidays as needed.

LOCATION OF POSITION: River Cove Catering, MWR Department, NAS Jacksonville

AREA OF CONSIDERATION: Local Commute Area

JOB SUMMARY: This position is located at River Cove Catering which is part of the Morale, Welfare and Recreation Department Aboard Naval Air Station, Jacksonville, Florida.

MAJOR DUTIES: Under the supervision of the Clubs Operation Assistant Manager performs full range of technical and limited administrative supervision over waitress / waiters. Suggests trains, evaluates, counsels and recommends discipline of employees. Prepares work schedules, checking club calendar to ensure adequate staff is available for daily business and special events. Ensures menus are updated with daily specials and price changes. Maintains inventory of table linens and accessories, i.e., candles, napkin holders, etc. Prepares orders to replenish stock with special attention to planned parties and special events. Ensures scheduled inventories are conducted in accordance with established procedures. Recommends to manager, new, different or promotional items to improve service based upon requests from patrons. Provides prompt, courteous and efficient services to patrons in accordance with DON and local regulations. Responsible for ensuring dining or private rooms are set up for regular dining and / or special parties.

Incumbent must ensure that all personnel actions, i.e., selections for promotions, awards, reassignments, training etc., are free from discrimination based on race, color, sex, age religion, national origin or any other non-merit factor.

Incumbent is responsible for the operation of the dining room. This includes maintaining stock, adhering to fire, safety and health regulation following well established procedures and guidelines. Responsible for all cleanliness of wait stations and dining areas, to include of tables, chairs, floors and carpets. Must ensure all dishes and utensils are clean before patron use.

KNOWLEDGE AND SKILLS REQUIRED: Must have the ability to lead and training employees. Must possess the knowledge of serving procedures and various table settings. Incumbent must have knowledge in cash handling and maintaining accurate records. Must possess the ability to operate a computerized cash register and operate a calculator. Incumbent must have the ability to meet and deal courteously and tactfully with persons of divergent backgrounds, various management levels. Must pass an annual physical examination, obtain an annual health card and pass the Food Service Sanitation Course. Incumbent carries large and awkward hot dishes, trays, drinks, usually weighing less than ten pounds. Requires prolonged



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periods of walking, standing and occasionally reaching and lifting. May lift objects over ten pounds on occasion. Work is normally performed inside with adequate lights, heat/air and ventilation. May be exposed to cold and heat with events being scheduled outside. May be exposed to loud intermittent noise from musicians or jukebox.

NOTE: Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date. For positions requiring travel more than twice per year, selectee will be required to obtain and maintain in good standing a Government-issued Travel Card for official government travel purposes.

The Department of the Navy is an Equal Opportunity Employer where employees are respected and valued. 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 HR Office. The decision on granting reasonable accommodations will be on a case by case basis.

HOW TO APPLY: All interested applicants should submit an application OR resume as well as the Declaration of Federal Employment (OF 306) (http://www.opm.gov/forms/pdf_fill/of0306.pdf) in one of the following ways:

BY FAX TO: (904) 542-3424

SUBMIT VIA EMAIL TO: JAXS_NAS_MWRJOBAPPS@NAVY.MIL

NAF Application form and Request for Military Spouse Preference form can be picked up at the MWR Personnel Office or can be downloaded from navymwrjacksonville.com under the "Jobs" tab.

EMPLOYMENT PREFERENCE: If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position as applicant still must be highly qualified with the knowledge, skills, and educational requirements of each submittal.

*If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

*If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

*If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.



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*If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

*Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

SPOUSAL PREFERENCE: Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position.

To prove eligibility, you must submit the following with your resume/application:

-Request for Military Spouse Preference form

-Copy of spouses' orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.

-A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.

Where a first cut-off date is indicated, a selection may be made from the resumes/applications received as of the specified first cut-off date. Completed applications (resume, supporting documentation, etc.) must be received by 11:59pm Eastern Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed.

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CONDITIONS OF EMPLOYMENT

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements.
