



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



**ANNOUNCEMENT NUMBER: MWR 26-2020
*SEASONAL HIRES NOT TO EXCEED 9/30/2020***

OPENING DATE: February 11, 2020

CUTOFF DATES: February 25, 2020 AND March 25th, 2020

CLOSING DATE: April 30, 2020

POSITION: Recreation Aide, Concessions, NF 0189 01, 6 positions

SALARY: \$8.50 per hour (includes locality pay)

EMPLOYMENT CATEGORY: Flexible Seasonal, must be able to work nights, days, weekends and holiday. Season begins June 2020 and ends September 30, 2020.

LOCATION OF POSITION: Aquatics Facilities; MWR Department, NAS Jacksonville

AREA OF CONSIDERATION: Local Commute Area

JOB SUMMARY: This position is located at the Fitness Division, Aquatics Branch of the Morale, Welfare and Recreation Department, NAS Jacksonville, FL and is a front line, full customer service billet that assists in supporting our service members and their families.

MAJOR DUTIES:

The incumbent will be responsible for the sale of inventoried items, such as packaged food, drinks and other snacks. Will be required to operate a cash register, receiving monies and making correct change when necessary. Will prepare pre-cooked food items when ordered by customers by warming them in a microwave; will provide the utmost in customer service both in face-to-face situations as well as over the telephone answering questions pertaining to the facility and programs offered to include hours of operation and upcoming events. May assist in maintaining routine reports and/or perform minor clerical, custodial and/or general maintenance duties as needed. Adheres to all local rules and regulations, Standard Operating Procedures(SOP's), Instructions and directives of the program. May perform other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Must have a minimum of 3 months experience with cash handling and have basic math skills for adding and subtracting with 3 – 6 months of customer service experience. Must have the ability to learn policies, rules and regulations that involve the concessions stand operations. Must have documented communication skills and be able to read and write in the English language.

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



NON APPROPRIATED FUNDS (NAF) JOB OPPORTUNITY



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.

HOW YOU WILL BE EVALUATED: All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skill, and ability, related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of knowledge, skills and abilities will be used for each resume. Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

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(preferred) 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.

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.

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.
