



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



**ANNOUNCEMENT NUMBER: MWR 25-2018**

**OPENING DATE:** March 5, 2018

**FIRST CUTOFF:** March 10, 2018

**CLOSING DATE:** April 15, 2018

**POSITION:** Food Service Worker, Gutterball Grill, NA 7408 03 (3 positions)

**SALARY:** \$9.79 per hour (night differential may apply)

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

**LOCATION OF POSITION:** Gutterball Grill, MWR Department, NAS Jacksonville

**AREA OF CONSIDERATION:** Local Commute Area

**JOB SUMMARY:** This position is located at the Bowling Center which is part of the Morale, Welfare and Recreation Department aboard Naval Air Station, Jacksonville, Florida.

**MAJOR DUTIES:**

Will perform duties both as a dishwasher and may perform as short order grill cook or assist the cook in the preparation of lunch or dinner meals as necessary. Performs a limited variety of tasks, such as grilling and deep frying foods, preparing pizzas to order and preparing cold items such as salads. Keeps grills, stoves, refrigerators and working areas in a neat and clean manner in accordance with safety and sanitation regulations. Notifies supervisor of items needed in order to maintain stock. May be required to assist in taking inventory. May be required to occasionally perform other duties.

**KNOWLEDGE AND SKILLS REQUIRED:** Must possess the ability to read and follow simple recipes and combine ingredients for cooked dishes. Must have the ability to follow oral or written instructions. Must be able to obtain a health card and pass the food handler's sanitation course. Ability to operate food preparation appliances, i.e., food slicer, blender, grill, etc. is preferred. The ability to pass the Food Sanitation Class and obtain a Health Card.

**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

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



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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/of306.pdf](http://www.opm.gov/forms/pdf_fill/of306.pdf)) in one of the following ways: **BY FAX TO:** (904) 542-3424 or **SUBMIT VIA EMAIL TO:** [JAXS\\_NAS\\_MWRJOBAPPS@NAVY.MIL](mailto: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](http://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.

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

**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.

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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.

### **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.

Working conditions are often uncomfortably warm and noisy. Some workers are exposed to extreme temperatures of hot kitchens and walk-in refrigerators.

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