

## Fleet & Family Readiness Programs

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### NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-008

**LOCATION OF POSITION:** Morale Welfare & Recreation (MWR) Department, A & W Restaurant, NAS Pensacola, FL.

**OPENING DATE:** 01/06/16

**CLOSING DATE:** 01/19/16

**POSITION:** Food Service Worker/NA-7408-03

**SALARY:** \$8.95/PH

**EMPLOYMENT CATEGORY:** Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays, and evening/rotating shifts. Group benefits not included.)

**AREA OF CONSIDERATION:** Applications will be accepted from all sources.

**DUTIES:** Perform a variety of food preparation and limited cooking tasks. Perform a variety of tasks such as: grilling, frying or operating an oven. Monitor temperatures, measure and weigh ingredients according to recipes. Place cooked food in serving dishes, in steam carts and food trucks. Washes and cleans kitchen equipment and work area. Keep refrigerators, grills, equipment and working area clean. Operate a cash register and prepares necessary documentation for cash funds accountability. May also assist with inventory. Perform other related duties as assigned.

**PHYSICAL EFFORT AND WORKING CONDITIONS:** Frequently works in a standing position and handles/carries light and medium weight objects. Work is normally performed inside well-lighted and heated areas, but employee may occasionally work outdoors during special events, etc. Exposed to extreme temperatures due to steam and heat from cooking, dish washing, and walk-in refrigerator. Work area is subject to noise, dust and drafts. Chance of minor injuries such as cuts, bruises, scrapes, and burns. Danger of slipping on wet, soapy and highly polished floors.

**QUALIFICATIONS:** Must have the ability to operate a cash register. Knowledge of food preparation, pizza making, etc is desired. Must be able to pass requirements for health card and obtain food sanitation certification. Must be able to follow specific oral and written instructions concerning food preparation. High school graduate is preferred. Must have a neat and clean appearance and have a pleasing personality.

**SEE REVERSE SIDE FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION**

**NOTE:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

**We are an E-Verify participant.**

The Department of the Navy is an Equal Opportunity Employer. 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 Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

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**TO SUBMIT BY MAIL :** MWR NAF Personnel Office,  
150 Hase Rd. Bldg. 3249,  
NAS Pensacola, FL 32508 **OR...**

**FAX:** (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP\_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website: [www.navywmwpensacola.com](http://www.navywmwpensacola.com).** The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

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IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

**SPOUSE PREFERENCE:** If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

**VETERAN PREFERENCE:** If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

**ACTIVE DUTY MILITARY:** Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

**TRANSITION HIRING PREFERENCE:** If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

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**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,  
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**

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