

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-051

LOCATION OF POSITION: Morale Welfare and Recreation Department (MWR), Cubi Bar & Cafe, NAS Pensacola Florida.

OPENING DATE: 02/26/16

CLOSING DATE: 03/10/16

POSITION: Cashier/Checker/NF-2091-01

SALARY: \$9.25/PH

EMPLOYMENT CATEGORY: Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays and evening shifts. Not eligible for group benefits.)

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

DUTIES: Operate cash register according to standard cash control procedures. Review credentials of patrons to ensure validity of membership with the facility. Incumbent is responsible for own cash fund. Completes Daily Activity Report (DAR) and secures deposit of daily cash receipts. Incumbent ring sales by individual item, total sales, receive money, and make change. Completes proper sales documents required for the type of purchase (i.e. credit card, cash, check, etc). Sell food items and assists in arranging/maintaining items neatly on counters or shelves. Bags or boxes items for take-out where applicable. Perform related duties to include assisting in maintaining and cleaning work area. Assist in conducting inventory, and restocking, etc. Provide management customer requests, complaints, price problems, etc. Perform other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is normally performed indoors under favorable conditions. May work outdoors for special events and be exposed to various weather conditions. Position requires prolonged periods of standing, walking, bending, and stooping. Lift up to 30 pounds. Subject to strains, falls, bumps, bruises. Subject to falls from floors that are wet from cleaning, spills, etc.

QUALIFICATIONS: High school graduate preferred. Experience operating a cash register is desired. Previous experience as a cashier in a large food establishment is desired. Must have a pleasing personality, poise, the ability to tactfully meet, greet, and serve all types of customers and the ability to resolve embarrassing/upsetting situations. Must present a neat clean and presentable appearance.

SEE REVERSE SIDE OR BELOW FOR ADDITIONAL INFORMATION AND FILING INSTRUCTIONS

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.

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.navywmwrpensacola.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.

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

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