

Fleet and Family Readiness Programs

IN HOUSE ONLY

NAF ANNOUNCEMENT NUMBER #16-030 *AMENDED & EXTENDED

LOCATION OF POSITION: Morale Welfare & Recreation (MWR) Department, The Oaks Restaurant, Building 3495, NAS, Pensacola, FL

OPENING DATE: 01/21/16

CLOSING DATE: *02/05/16

POSITION: Cook Supervisor/NS-7404-05

SALARY: \$12.74/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 current Oaks Restaurant and A.C.Read Golf Course employees.

DUTIES: Prepares and cooks a variety of menu items including regular menu items and some specialty items. Roasts, bakes, broils, boils, steams or fries items as necessary. Must be able to adjust standard recipes to meet the requirements of catered events based on number of guests anticipated. Maintains rotation of food inventories to prevent spoilage. Assists manager in purchasing requirements based on daily and weekly menu requirements. Trains and directs cost control procedures. Maintains proper temperature for all foods during holding, transport, re-heating, and serving to assure quality control and that food safety and sanitation standards are met. Conducts Annual Food Safety training. Implements and oversees a cleaning schedule, adhering to sanitation standards. Assists in purchasing and menu pricing decisions. Incumbent also performs supervisory duties to non-supervisory kitchen personnel as follows:

- Assists in scheduling of kitchen staff.
- Motivates subordinates to operate as an effective working unit.
- Trains kitchen personnel in assigned areas.
- Assists in making selections for new staff ensuring that selections are merit based and free of any discriminatory based factors.

Explains work requirements, methods and procedures as needed. Defines the standard of quality and quantity to be met. Instructs subordinates on difficult tasks. Reviews work while in progress or on completion and ensures items are prepared correctly and that final product is delivered to customer in an attractive and pleasant manner. Performs other related duties as assigned.

WORKING CONDITIONS: Exposed to warm and noisy kitchens, steam, fumes and cooking odors. Danger of falling on freshly mopped floors; burns from steam or hot foods; cuts from knives and extremes of temperatures from going from hot kitchen to walk-in coolers and freezers.

QUALIFICATIONS: Must have good working knowledge of food preparation principles. Working knowledge of the planning process involved in cooking an entire meal including different preparation methods for various food items and how to schedule and coordinate preparation to produce a properly cooked meal on time. Knowledge of principles of food spoilage, food borne illness and food handling safety. Must have a practical knowledge of methods and procedures necessary for ordering, issuing and storing food items in accordance with inventory and sanitation requirements. Must have experience in scheduling of adequate staff for shifts and special functions. Must be able to make judgments independently to ensure that staff meets necessary needs of the operation.

SEE REVERSE SIDE 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.navymwrpensacola.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**
