



Naval Academy Business Services Division
Job Announcement Number: 24-036
Vacancy Open: April 18, 2024 – May 2, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

FSW – Server, Barista, NA-7408-02

Flex (0-40 hours weekly, Non-Benefited)

\$18.86/hour

JOB SUMMARY

The purpose of this position is to provide both the flexibility and the knowledge to multitask in a restaurant and/or catering atmosphere as a Food Service Worker. This position is located at The Naval Academy Club and 1845 Coffee, and also at satellite locations as needed.

DUTIES & RESPONSIBILITIES

Performs tasks with several steps such as: sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, bread, butter, and beverages. Makes a variety of fruit and vegetable salads such as: fresh fruit, tossed green, and lettuce wedges. Serves food in standard portions by placing uniform amounts in containers or glasses in prescribed quantities.

Prepares and makes sandwiches, and other items that are on the restaurant menu. Packs box lunches and assists with preparation and execution of catering events.

Prepares and makes coffee and tea beverages, stocks merchandise, pastries, and grab and go items. Washing dishes, pots, pans, glasses, and silverware. Operates dishwasher. Maintains water and detergent levels in dishwasher; removes strainer pans, inspection doors, etc., for proper cleaning of dishwasher, inside and out; removes calcium deposits as required; and restores room to orderliness. May unload food from delivery trucks and place in correct location. May move heavy garbage cans and place trash in proper receptacles. Ability to clean any equipment or facility located in the food service area and dining room. Ability to fill out proper paperwork needed for cash register and accountability.

Serves food to diners in a professional, sanitary, service oriented and friendly manner. Every interaction with customers will emphasize a positive customer service experience in every dining visit from point of entry until leaving the restaurant.

Follows NABSD established policy for cash handling to ensure proper accountability. Performs other related duties as required.

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must possess a minimum 3 months of customer service experience, preferably in a food and/or beverage establishment.
2. Ability to function in a fast-paced environment, under short time constraints, and within established deadlines.
3. Ability to operate in a professional, sanitary, service oriented, friendly manner.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or 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, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.