



Naval Academy Business Services Division
Job Announcement Number: 24-046
Vacancy Open: May 16, 2024 – May 20, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Student Trainee - Cook, NA-7404-04
Temporary Flex (0-40 hours weekly, Non-Benefited)
\$19.06/hour

JOB SUMMARY

This position is assigned to the Naval Academy Club at the United States Naval Academy. The primary purpose of this position is to perform a range of simple cooking by preparing and cooking items that require little or no processing such as pancakes, eggs, and vegetables. Student Trainee may be assigned specific projects to complete and may rotate between various working areas. Based on established policies, incumbent prepares food items specific to the work area assigned. The specific food preparation assigned to this position will vary, depending upon the developmental needs of the individual student trainee.

***** This position has a 12-16-week term of up to 40 hours per week. *****

DUTIES & RESPONSIBILITIES

- Prepares hot cereals, broils meats, cooks soups, sauces, and gravies.
- Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets.
- Peels, chops, grinds, pars, slices, and purees.
- Mixes ingredients according to precisely written recipes that produce quality products, minimizes preparation time, and avoids food material waste.
- Operates a variety of kitchen equipment which utilizes electricity, steam, or microwave heat sources.
- Assembles and disassembles component parts and accessories for cleaning, and follows safety operating procedures regarding the operation of equipment to avoid personal injury or damage to the equipment.
- Uses a variety of cooking utensils required to measure, weigh, and process food items.
- Performs duties, in addition to classroom training, designed to provide an orientation in the application of theories and basic principles and practices in support of the specific assigned area.
- Receives formal and on-the-job instructions designed to familiarize incumbent with the functions and operations of the kitchen area and work responsibility.
- Gains practical experience in the application of related knowledge and applies professional and/or management theory, principles, and practices to the work assigned.

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. Enrolled in a college/university, community college, junior college, professional, technical, vocational, or other qualifying educational institution
2. Minimum GPA of at least 2.0 and in good academic standing
3. Enrolled in classes by the beginning of internship

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.