



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-047a**  
**Vacancy Open: July 1, 2024 – July 15, 2024**  
**Area of Consideration: All Qualified Candidates**  
**Security Level: Tier 1 – Non-Sensitive**

### **POSITION DETAILS**

Cook (Chef's Assistant) – NA-7404-05  
Full Time (35-40 hours weekly, Benefited)  
\$23.20/hour

### **JOB SUMMARY**

This position is located in the Naval Academy Club at the United States Naval Academy. This position assists in the preparation of food products, obtains necessary ingredients and cleans food-preparation equipment, utensils, and work areas.

**\*\* This position requires Evening and Weekend availability to support a 7 day a week operation. \*\***

### **DUTIES & RESPONSIBILITIES**

- Assists cooks in their tasks
- Obtains necessary products and small equipment items required for food preparation
- Carefully follows standard recipes while preparing all assigned items
- Follows manufacturers' instructions when operating food production and serving equipment
- Consistently uses safe and sanitary food handling practices, including those related to personal hygiene
- Returns soiled food preparation utensils and other small wares to the proper areas
- Maintains a clean work station, including equipment used for food preparation tasks
- Collects food and beverage products and small wares required for item preparation
- Carefully follows standard recipes while preparing assigned items for banquet service
- Assists in plating food items for service
- Use correct measuring devices, and follow recipes
- Handles leftover food items as instructed by the sous chef
- Cleans banquet preparation and serving equipment
- Cleans assigned work station areas
- Maintain accurate records of food supplies, and freezer / fridge temperatures
- Ensure stock rotation. Assist in the ordering of stocks and checking of deliveries, spending and check and value stocks as required by the Garde Manager Chef or Sous Chef
- Performs other appropriate tasks assigned by the Garde Manager Chef or Sous Chef

### **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](mailto: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 6 months experience in kitchen operations.
2. Knowledge of food service equipment and proper storage techniques like "FIFO".
3. Ability to follow procedures and standardized recipes.
4. Short order, line, or banquet cook experience preferred.

## 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.*