



**Naval Academy Business Services Division**  
**Job Announcement Number: 25-044a**  
**Vacancy Open: September 8, 2025 – September 23, 2025**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

FSW – Server, FSW - Barista, NA-7408-02

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

\$17.79/Hour

Positions Available: 3

Perks: Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

*The Naval Academy Club and 1845 Coffee are great restaurants to learn and grow while working with a fun and professional team! You will be provided the opportunity for cross training to gain new skills and experiences.*

*Flexible scheduling is available, with 6-8 hour shifts in Mornings and/or Evenings, Monday – Friday. Occasional Weekends and holidays in support of special events. Looking for applicants with year-round availability.*

## **JOB SUMMARY**

*This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.*

The Food Service Worker provides the flexibility and knowledge to multitask in a restaurant and/or catering atmosphere, located at The Naval Academy Club and 1845 Coffee, and also at satellite locations as needed.

## **DUTIES & RESPONSIBILITIES**

- Prepares and makes coffee and tea beverages, stocks merchandise, pastries, and grab and go items. May unload food from delivery trucks and place in correct location.
- 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.
- 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.
- Position involves prolonged standing, walking, reaching, stooping, pushing, pulling and bending. Frequent light to moderate lifting of objects weighing up to 20 pounds occurs routinely, sometimes up to 50 pounds. Uses assistance from other coworkers for moving objects weighing more than 20 pounds.

Other Duties may include:

- 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.
- 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.

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

**\*\* A detailed narrative for each KSA, demonstrating your qualifications and experience using specific examples, must be included in your application.**

1. Incumbent must possess a minimum of 6 months of customer service experience working in a food and/or beverage establishment. Experience as a barista, bartender, or server preferred.
2. Experience functioning in a fast-paced restaurant or catering environment, under short time constraints, and within established deadlines.
3. Experience in maintaining a clean, professional environment and delivering excellent customer service during high volume periods without compromising quality or service.
4. Experience stocking merchandise and consumables, including pastries, grab-and-go items, and disposables such as straws, lids, and napkins.

## QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

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 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
- Probationary period: Flexible employees are employed based on the needs of the business.
- Must be able to understand and communicate in English
- Must complete an Occupational Health screening for this position

## APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date 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.**

## 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:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – (***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

*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 Noon on the closing date listed above will not be considered.*

*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, complete a pre-hire health screening, 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 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, 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.*