



**Naval Academy Business Services Division**  
**Job Announcement Number: 25-048**  
**Vacancy Open: September 3, 2025 – September 17, 2025**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

Laborer (Motor Vehicle Operator), NA-3502-04 - Retail Dining

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

\$19.49/Hour

Positions Available: 5

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

The logistics laborer is the foundation of every successful event, and plays a critical part in execution. If you are the ultimate TEAM player, logistics could be for you. Come grow with NABSD! Looking for candidates with open availability to work varying shifts in support of events, with potential shifts in Mornings, Afternoons, Evenings, Weekdays and/or Weekends, and occasional Holidays.

## **JOB SUMMARY**

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

The mission of the Laborer and Motor Vehicle Operator (MVO) is to provide an essential service to the Naval Academy's Brigade of Midshipmen and all other individuals, organizations, and activities that use the NABSD Retail Services Division, Retail Dining and the Laundry and Dry-Cleaning Facilities

## **DUTIES & RESPONSIBILITIES**

The Laborer can be assigned to work in areas of the retail stores, food areas, warehouses, and laundry locations. Incumbent performs MVO and laborer duties as required. The Laborer must be able to operate gasoline, diesel-powered, and electric vehicles ranging in capacity from small cars up to panel trucks at a weight of up to 10,000 pounds. No vehicle the Laborer operates will require any special Licensure.

**As Assigned to Retail Dining:** The Laborer sets up banquet rooms and event spaces throughout NABSD's various locations, based on either written or oral guidance, which may include setting up and removing chairs, tables and various event and kitchen equipment. The incumbent is expected to clean kitchen and event equipment as needed, as well as clean various locations throughout NABSD. The laborer has the ability to support with dishwashing duties as needed. Often, equipment and supplies for catered events will need to be transported from one location to a different location; the laborer will assist with these requirements, either on their own or with the help of others. The laborer will support various inventory counts as required, with guidance from their immediate supervisor or designated leader.

The Laborer must demonstrate knowledge of safe work practices and vehicular safety, and will take caution with NABSD vehicles and equipment to ensure no damage occurs when moving items between locations.

Incumbent lifts and moves merchandise and equipment weighing over 50 pounds. Dollies, hand trucks, ladders and carts are used, and other employees assist. Work pace is rapid for moderate periods of time. Moderate exertion is required at infrequent intervals. The position requires constant walking and lifting.

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

**\*\* For each KSA, provide a detailed account with specific examples of your qualifications and experience.**

1. Incumbent must possess a valid state issued driver's automobile license, and have no points or infractions on their DMV record. Experience operating a motor vehicle such as a delivery van or delivery truck is preferred.
2. Incumbent must be able to lift and carry bags, bundles or boxes weighing up to 50 pounds without assistance and up to 100 pounds with assistance.
3. Incumbent must be able to interpret written and oral directions, to include utilizing floor plans, room diagrams, and following timelines of varying complexity. Experience setting up and tearing down for catering/banquet events is preferred.
4. Incumbent must be a team player, self-motivated, customer service oriented, and maintain the highest degree of professionalism.
5. Experience performing inventory duties, such as restocking, conducting physical counts, assisting with inventory control procedures, etc.

## 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

## 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/> or email [nabsdjobs@usna.edu](mailto:nabsdjobs@usna.edu) if you need assistance.

**Apply Here:** <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

## 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.*