



**Naval Academy Business Services Division**  
**Job Announcement Number: 25-050**  
**Vacancy Open: September 15, 2025 – September 29, 2025**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

Bartender, NA-7405-05

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

\$20.34/hour + Tips

Positions Available: 2

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

*We are hiring Bartenders for multiple areas of the Retail Dining team. Bartenders may be scheduled for year-round support of the Naval Academy Alley Club and Restaurant; or for seasonal support of the Naval Academy Golf Course 19th Hole hosting Golf Tournaments and daily Member groups. Additional Bartending areas include Navy Baseball, Rugby and Ice Hockey. Flexible scheduling is available, 6-8 hour shifts on weekdays, weekends, and holiday availability needed.*

## **JOB SUMMARY**

The Bartender provides both the flexibility and the knowledge to multitask in a restaurant and/or catering atmosphere as a bartender.

*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.*

## **DUTIES & RESPONSIBILITIES**

- Employee prepares and serves all types of alcoholic and nonalcoholic beverages from a full-service bar.
- Receives payment or charges to member's account.
- Assists in taking inventory and maintaining records.
- Keeps bar area clean and keeps area stocked properly at all times. Washes bar equipment, glassware, and utensils.
- Executes other related duties as required.
- Position involves prolonged standing, walking, reaching. Frequent light to moderate lifting of objects weighing up to 50 pounds is required. Occasionally will lift kegs weighing over 100 pounds onto dolly to transport to specified locations.
- Must meet minimum age requirements (21 years of age).

## **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 minimum of one-year experience working with alcoholic and non-alcoholic beverages. Restaurant or Catering Bartending experience preferred.
2. Ability to lift objects weighing up to 50 pounds.
3. Incumbent must be skilled in mixing basic drinks, such as a Blood Mary, Margarita, etc.
4. Incumbent must have strong communication skills to promote a team mentality, and the ability to operate in a professional, sanitary, service-oriented, friendly manner.
5. Experience working in a fast-paced environment, under short time constraints, and within established deadlines.

## 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 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
- 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/> 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.*