



Naval Academy Business Services Division
Job Announcement Number: 25-046a
Vacancy Open: September 17, 2025 – September 30, 2025
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Cook – NA-7404-05

Part Time (20-34 hours weekly)

\$20.34/Hour (Possible Shift Pay, Sunday Premium Pay, Daily or Weekly OT)

Positions Available: 2

Benefits Eligible: Medical Insurance, Dental Insurance, Life Insurance, Health Savings Account, Flexible Spending Account, Retirement, 401K, 401K Roth, 401K Loan, Vacation and Sick Leave Accrual

Exciting Career Opportunities with the Naval Academy Hospitality Team are waiting for you. This is an exceptional time to join the Naval Academy Hospitality team as we continue to expand and elevate our services. We are seeking skilled and dedicated culinarians to become part of our growing organization. Join us as we embark on this journey of growth and innovation. Be part of a team that values culinary excellence and offers opportunities to contribute to a dynamic and thriving hospitality operation.

We are seeking skilled and dedicated Line Cooks with availability three to four times a week for 6-8 hour shifts, that include Day, Evening, Weekend, and Holidays. The position has a steady schedule, with possibility of flexible scheduling.

JOB SUMMARY

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI) Retail Dining & Hospitality group, within the 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 Cook assists in the preparation of food products, obtains necessary ingredients and cleans food-preparation equipment, utensils, and work areas.

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.

Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 lbs. unassisted, and occasionally lifts or moves objects weighing over 40 lbs. with the assistance of lifting devices or other workers.

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

**** Applications must include a narrative with specific examples for each KSA**

1. Incumbent must possess a minimum of 6 months in a culinary role. Line cook experience is preferred.
2. Incumbent must have knowledge of food service equipment and proper storage techniques like "FIFO".
3. Must possess the ability to follow procedures and standardized recipes.
4. Experience as a short order, banquet cook, and/or prep cook.

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: Full Time & Part Time employees serve a one-year probationary period
- 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 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.