



Naval Academy Business Services Division

Job Announcement Number: 25-058

Vacancy Open: October 29, 2025 – November 26, 2025

Area of Consideration: All Qualified Persons

Must be at least 18 years of age to obtain required security clearance

Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Junior Executive Chef, NF-1101-04

Full Time (35-40 hours weekly)

\$36.00-\$40.00/hour

Positions Available: 1-2

Benefits include: Medical, Dental, Life, and Long-Term Disability Insurance; Health Savings Account (HSA); Flexible Spending Account (FSA); Automatic Retirement Enrollment, 401(k), Roth 401(k), and 401(k) Loan options; and Paid Vacation and Sick Leave Accrual.

Our brand-new Central Kitchen is the heartbeat of Naval Academy Hospitality, with passionate team members and state of the art equipment to operate our Drydock Restaurant, Banquet Services, Grab and Go program, and commissary preparation. We're searching for a Junior Executive Chef ready to jump into a leadership role that blends hands-on culinary excellence with operational precision. You'll work directly with our Executive Chef to shape systems, mentor cooks, and define what modern high-volume hospitality should look like: chef driven; scratch made menus. If you thrive in fast paced, high-standard environments and want to help build a lasting legacy, then this is your next move. Scheduling five days per week, which may include weekday and weekend shifts, mornings, evenings, and holidays.

JOB SUMMARY

The Junior Executive Chef is a member of the Naval Academy Hospitality Culinary Team, 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.

Under the direction of the Deputy Director of Retail Dining & Hospitality and/or the Senior Executive Chef, the Junior Executive Chef is responsible for assisting in the planning, organizing, and directing of daily food production, functions, including presentation, service, safety and sanitation practices for any of the establishments under the Hospitality purview.

DUTIES & RESPONSIBILITIES

The Junior Executive Chef supports the Executive Chef in managing all culinary operations within the Central Kitchen, serving as the primary leader in daily production, quality assurance, and team development. This position ensures that food quality, consistency, and safety standards are maintained across multiple outlets including Drydock Restaurant, Grab-n-Go, Catering, and the Commissary Production Program. Assist the Executive Chef in overseeing all Central Kitchen operations and production teams.

- Supervise, train, and evaluate sous chefs, line cooks, and stewarding teams to maintain performance standards.
- Enforce discipline, consistency, and accountability across all kitchen personnel.
- Maintain a professional culture that reflects organization values—Preparation, Execution, Reflection, Accountability, and Excellence.
- Direct day-to-day kitchen operations including prep, production, packaging, and distribution to multiple outlets.
- Coordinate and schedule staff to meet daily production goals and special event needs.
- Ensure all recipes, portion sizes, and plating guidelines are followed consistently across outlets.
- Oversee inventory, product rotation, and daily usage to maintain tight cost control and minimize waste.
- Verify that all food is prepared, held, and transported within safe temperature ranges.
- Conduct daily quality control checks of finished products before release to outlets.

- Ensure proper labeling, dating, and storage of all prepared items according to policy.
- Uphold the Central Kitchen's commitment to scratch cooking using fresh, high-quality ingredients.
- Collaborate with the Executive Chef in recipe testing, development, and standardization.
- Contribute to menu innovation for catering, restaurant, and grab-n-go programs.
- Train staff on new recipes, techniques, and presentation standards.
- Participate in the development and enforcement of SOPs for production, storage, and transport.
- Maintain clear documentation and communication with the Executive Chef regarding operational performance.
- Work closely with Stewarding, Purchasing, and Catering teams to ensure smooth coordination of logistics.
- Communicate production needs and delivery schedules to outlet chefs and managers.
- Mentor up-and-coming sous chefs and cooks for growth within the organization.
- Model a standard of excellence and integrity consistent with the hospitality and service culture of the U.S. Naval Academy.
- Maintain professional certifications and training related to food safety and leadership.
- Physical demands Include walking and standing, lifting a maximum of 50lbs. Incumbent will work in an office setting, kitchen setting and in the areas of the catering events (at times, the events may be offsite).

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

**** Your application must include narratives for each KSA, using specific examples to demonstrate your qualifications and experience.**

1. Incumbent must have four years of equivalent culinary experience (Sous Chef or higher) in a restaurant, catering or hospitality industry; or must have completed five years of education beyond high school; or 1 year equivalent to a GS-5/NF3 level. Education in Culinary Arts or related focus preferred.
2. Incumbent must possess excellent communication and problem-solving skills, with the ability to coordinate effectively across culinary, stewarding, purchasing, and catering teams. Strong ability to lead, motivate, and discipline culinary staff while fostering a culture of accountability and pride.
3. Proficient in organizing workflow, managing par levels, and implementing standard operating procedures that support consistency and efficiency. Experience using food inventory software is preferred.
4. Skilled in menu scaling, recipe standardization, and production flow management for both retail and catering operations. Experience using recipe creation software is preferred.
5. Describe the techniques or practices you use to maintain flavor balance, consistency, and presentation quality in demanding or multi-unit environments.

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: Full Time & Part Time employees serve a one-year probationary period.
- U.S. Citizenship is required for Tier 3 Positions
- 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 if you need assistance. Resumes must not exceed 2 pages.

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.