



Naval Academy Business Services Division

Job Announcement Number: 26-018

Vacancy Open: January 5, 2026 – January 21, 2026

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

Catering & Event Supervisor, NF-1101-03

Full Time (35-40 hours weekly, Benefited)

\$25.00-\$28.00/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.

Naval Academy Hospitality is seeking a project-oriented supervisor, with excellent organizational skills to lead and supervise event teams, plan events, and be hands-on event support when needed. Full Time, event-based scheduling with daytime and/or evening shifts, including weekdays and weekends, and occasional holidays.

JOB SUMMARY

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

The Catering & Event Supervisor provides leadership for the Banquet Department ensuring a quality experience for members, guests, and staff. They work closely with staff on-site, scheduling and coordinating events; liaising with the kitchen, inventory, logistics, catering, and marketing; to ensure successful execution of all special events, manage activities to maximize client satisfaction, and to ensure day-to-day operations are properly planned, organized, and executed. The Supervisor works under the direction of the Catering Director and in support of the Catering & Events Operations Manager and Retail Dining Club General Manager.

DUTIES & RESPONSIBILITIES

Directly supervise all Banquet service staff. In addition, the incumbent will be responsible for overseeing Retail Dining Banquet Supervisors as they work closely with kitchen, and inventory in absences of their direct supervisor to ensure event success. The incumbent is responsible for participating in and/or supervising the setup and breakdown of all banquets and ensuring that the facility is properly cleaned, organized, and secured at the close of each day. All duties are to be performed in accordance with applicable laws and regulations, as well as Retail Dining policies, practices and procedures.

Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining of employees. Communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures; identifying temporary worker requirements; engaging temporary agencies and supervising staff.

Achieves banquet service operational objectives by contributing information and analysis to functional strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, completing audits; participating in inventories; determining system improvements; implementing change.

Maintains safe, secure, legal, and healthy work environment by following, and enforcing sanitation, quality of food preparation and service standards and procedures; conforming to the regulations of the alcoholic beverage commission.

Adhere to sanitation, safety and alcohol beverage control policies including confirming legal drinking age and discontinuing service to intoxicated guests. Must understand and be able to train on alcohol awareness procedures such as proper pouring, accountability and proper cut off procedures. Must complete current Department of the Navy safe service of alcohol training.

Works with Chef to ensure menus are produced in accordance with what is advertised, works with inventory team to ensure necessary product is available, and coordinates personnel schedules.

Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, utensil quality and placement.

Ensure client satisfaction; identifies current and future customer service requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements. Investigates and resolves complaints regarding food, customer service, and banquet support

Confirms all banquet service staff are in proper uniform, presenting a clean and professional image. Communicates floor plans to include but not limited to setup of tables, chairs, linens, table settings, glassware, stanchions, etc., and ensures the room/space preparation is accurate.

Acknowledge, greet, and thank all banquet guests, and ensure client satisfaction by communicating with the clients throughout the planning. Maintains customer satisfaction by investigating and resolving complaints regarding food and beverage quality and/or service.

Supervise events and assist FOH/BOH staff, and Retail Dining Supervisors (refilling drinks, delivering food, bussing tables, bar support, etc.) as necessary to ensure event success. Driving between different locations is required.

Participate and complete closing procedures by securing the facility in accordance with Standard Operating Procedure (SOP) guidelines and policies.

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 three years of equivalent managerial/supervisory experience in the country club or hospitality industry. Education or experience in Catering, Hotel, Hospitality, or Restaurant Management or a closely related field is preferred.
2. Incumbent must have at least one year of experience as a bartender and/or Server.
3. Incumbent must have experience coordinating and executing catered events.
4. Incumbent must be self-motivated, with exceptional organizational skills and attention to detail.

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 be able to 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
- U.S. Citizenship is required for Tier 3 Positions
- Must be able to understand and communicate in English
- Must have a valid Driver's License for driving between Retail Dining locations

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.