

Fleet and Family Readiness Programs
NON APPROPRIATED FUNDS
NAF ANNOUNCEMENT NUMBER #16-039 *EXTENDED

LOCATION OF POSITION: Morale Welfare & Recreation (MWR) Department, The Oaks Restaurant, NAS, Pensacola, FL

OPENING DATE: 02/03/16

CLOSING DATE: *Open Until Filled

POSITION: Cook Leader/NL-7404-05

SALARY: \$11.30/PH

EMPLOYMENT CATEGORY: Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays, and evening/rotating shifts. Group benefits not included.)

AREA OF CONSIDERATION: Applications will be accepted from all sources.

DUTIES: Performs the daily operation of the Food Department. Conducts food preparation, stocking, dispensing, inventory, food safety, scheduling and sanitation. Establishes work assignments for supervisor's or manager's approval and verifies cook's attendance. Implements and maintains cost control measurements, developed with management. Prepares and serves a variety of meats, poultry, seafood, soups, hor d'oeuvres, vegetables, sauces and gravies, using a full range of quantity cooking procedures common or frequently used to new or different recipes. Prepares on a day to day basis, four or more menu items for one meal which involves planning and coordinating a variety of steps to ensure that all items are ready for serving at the same time; or prepares menu items using special or difficult recipes involving many steps, ingredients, or long preparation time. Works independently or with a full time of employees, as required. Prepares food, beverage and paper orders, using web based ordering system when required. Assists in setting PAR stock and rotation needs. Plans and prepares for special menus, catering and special events. Receives merchandise required to prepare and dispense menu items. Works along with other employees, sets the pace, and demonstrates proper work methods. Ensures information is passed on to other employees from management. Checks work while in progress and when finished to ensure the Food and Beverage Manager's instruction on work sequence, procedure, methods and deadlines are met. Ensures all food and equipment and other consumables are cleaned and maintained in accordance with the Medical Department Sanitation standards. Ensures all safety and housekeeping rules are followed. Ensures all operations are ready and in proper condition for the monthly inventories and inspections. Leads NA-03 and NA-05 food service workers in the performance of normal duties. Assists in preparing work schedules, making adjustments and changes as needed. Provides training and guidance to staff. Helps screen applicants for employment in the food department. Opens and/or closes facility on assigned shift. Participates in monthly inventories. Performs other related duties as assigned.

WORKING CONDITIONS: Works in uncomfortably warm and noisy kitchens, exposed to steam, fumes and cooking odors. Danger of falls, burns and cuts. Exposed to extreme temperatures when entering walk-in refrigerators/freezers.

QUALIFICATIONS: Must possess a high school diploma or equivalent education. Must possess a minimum of one year of experience as a cook. Must remain current with five year Food Safety Certification. Ability to motivate other team members to accomplish assigned tasks. Prior supervisory experience is desired. Skill in planning, coordinating and following time sequence steps to prepare food on time without over-cooking or waste; and the ability to adjust recipes for servings required; recognize characteristics of food in deciding that raw materials are fresh; and judge prepared food by color, consistency, temperature, odor and taste. Knowledgeable in food inventory and control techniques. Knowledge of all types of food, safe food practices and recipes. Familiar with Microsoft Office programs and similar programs. Ability to be congenial, maintain a friendly disposition, well-groomed in appearance, have the ability to speak with authority and confidence, and be able to express thoughts in writing and through instruction.

SEE REVERSE SIDE OR BELOW FOR ADDITIONAL INFORMATION AND FILING INSTRUCTIONS

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 30 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any 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, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL: MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website:** www.navymwrpensacola.com. The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
