REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

12/04/03 Does not confer to Civil Service Status

POSITION: **Club Operations Assistant**
NF-1101-02
Salary: $9.00-$11.00 per hour

ANNOUNCEMENT# **SP 103-03**

LOCATION: MWR Dept., Food & Beverage Div./NSA
Norfolk, VA 23511

CLOSING DATE: Open until filled

AREA OF CONSIDERATION: Open (1) Position, Flexible
NOTE: No relocation costs will be paid Direct Deposit of salary is a condition of employment

DUTIES: Assists in the assurance of an efficient operation of the activity during respective shift. Must promote good patron relationship and enhance the image of the respective club. Reviews the schedule of functions that are to take place during the assigned shift in order to ascertain that necessary space, supplies, and equipment are available and that room arrangements/set-ups are completed. Provides instruction and guidance to all staff members on functions taking place during there shifts. Works with bartenders, cooks, waiters, and others to ensure planned events take place as scheduled. Assists with the supervision and training of personnel assigned to the activity. Ensures adequate manning for special events as well as routine operation ensuring all personnel are fully utilized. Assists management with the performance of the following responsibilities: Exercising supervision over the operation of the activity. Ensures custody of all records and property of the activity and all government property in the possession thereof. Verifies the receipt of stocks and merchandise and being responsible for the safekeeping thereof during shift. Being responsible for the receipts, deposit, disbursement, and accountability of funds. Occasionally makes unscheduled cash counts. Maintaining accurate accounts and records. Prepares a report of all significant occurrences during shift. Responsible for assisting with the coordination, operation and maintenance of the activity during shift. Monitors operation of the entire club or assigned areas of responsibility, periodically checking to identify and resolve any problems that may arise. Assumes the responsibility of the respective Club Manger during his/her absence. Enforces club rules. Assists in the conduct of a thorough and comprehensive safety program for all areas. Performs other related duties as assigned.

QUALIFICATIONS: Business Administration and Accounting experience is desired. Must develop a working knowledge of all departments of the respective club. Must have the ability to properly supervise a group of both civilian and military personnel. Must have the ability to render decisions, and the ability to influence others in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times.

~FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

~NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

~EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

~MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

~ VETERAN: Attach copy of DD214

~INVOLUNTARILY SEPARATED MIITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

~ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil **JOBS Line: 440-JOBS (5627)**