

NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-005

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: FOOD SERVICE WORKER, NA-7408-01, \$6.14 PER HOUR
FOOD SERVICE WORKER, NA-7408-02, \$6.56 PER HOUR
FOOD SERVICE WORKER, NA-7408-03, \$7.19 PER HOUR
FOOD SERVICE WORKER, NA-7408-04, \$7.90 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLES, INVOLUNTARILY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS).

SUMMARY OF DUTIES:

NA-01: Actively participates in the preparation of foods by: paring, cutting, dicing, chopping, washing, and/or cleaning vegetables and fruits; opening cans and cartons; cleaning meats for roasting; cutting meats for stew, and grinding meats for meat loaf, casserole. Makes coffee in urns. Removes dirty dishes, glasses and silverware from tables and serving counters. Mixes washing solution and operates electric dish washing machine, and/or washes dishes, glassware, pots and pans, and kitchen utensils by hand.

NA-02: Sets up serving lines, steam tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butter, and beverages. Sets up and operates a mechanical dish washer, including the continuous conveyor belt feeding dish washer. Performs heavy duty cleaning task throughout the food service and related areas such as cleaning ceilings, exhaust hoods, spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigeration and freezers; and sanitizing garbage rooms. May unload food service goods and supplies from delivery trucks.

NA-03: Provides assistance to cooks in the food preparation area by weighing, measuring, assembling ingredients, cutting/grinding meat for stews, meat loaf, shaping hamburger patties according to standardized recipes. Performs preparatory work such as opening cans and boxes. Checks food items being cooked to prevent burning. Prepares uncooked food items such as sandwich spreads and salad dressings. Selects and places food items on plates according to established portion control standards. Sets up assigned work station with correct supplies and food items, and breaks down and cleans work station after serving period in accordance with established sanitation standards.

NA-04: Performs a variety of food preparation and limited cooking tasks such as grilling or frying hamburgers, hot dogs, bacon, eggs, sausage, etc. by watching items while cooking, turning as required, regulating temperatures, and removing when done. Prepares toast, salads, salad dressing, and sandwiches. In kitchen, may work with a cook who provides worksheet, or day's menu. In facilities providing buffet meal service, dishes out food portions, refills serving dishes and maintains cleanliness and sanitary appearance in the service area. Provides prompt and courteous service to patrons in accordance with established policies and procedures. Participates or instructs other subordinates in cleaning service area: returns food, pans, utensils to kitchen after buffet service is finished. Performs other duties as assigned.

QUALIFICATIONS: Applicants must indicate how they acquired the knowledge, skill, and ability through experience, education, or training in the following job elements: (1) Ability to do the work of Food Service Worker without normal supervision; (2) Work practices (includes keeping things neat, clean, and in order following standard sanitation practices); (3) Technical practices (i. e., portion control standards); (4) Ability to interpret instructions, specifications, etc. (I. e., standardized recipes); (5) Ability to use and maintain kitchen utensils and equipment; (6) Knowledge of materials associated with food service preparation; (7) Dexterity and safety practices. Must be able to lift 45 pounds. Applicants must have favorable results on pre-employment background checks.

- **The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.**
- **Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180 day period or their applications will be placed in the inactive files.**
- **Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.**



- **Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.**
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- **All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).**
- **Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.**
- **As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.**
- **The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case to case basis.**

WHERE TO APPLY: Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

RELEASING AUTHORITY: HAROLD M. COX, JR.
NAF Human Resources Officer