

NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-011

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: WAITER, NA-7420-02, \$6.56 PER HOUR
WAITER, NA-7420-03, \$7.19 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 ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

SUMMARY OF DUTIES:

NA-02: Performs beverage service functions in a bar, lounge, or patio area. Asks patrons what beverages are desired and writes the order on a guest check. Describes or suggests cocktails, highballs, wines, or other beverages upon request. Gives order to bartender. Receives and places beverages on a small tray and serves patrons. Adds fruit or decorations to cocktails, as required. Observes when patrons leave and cleans tables. Returns used glassware to bar. Maintains clean work area.

NA-03: Performs necessary preparation is assigned area prior to opening the dining room such as setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares the back up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Reviews menu for the day. Receives guests, takes orders, writes orders, and makes suggestions or answers questions about food wines, and other beverages available. Secures food from kitchen, serves guests, and continues to provide service as needed. Serves side dishes such as salads, fruit dishes, desserts, wine, or other beverages. Gives check to guests after meals or upon request. May collect money and make change for meals served. Clears and cleans the table and immediate area upon guests departure and resents the table in preparation for the next guests.

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 Waiter without normal supervision; (2) Work practices (includes keeping things neat, clean, and in order following standard sanitation practices); (3) Technical practices (i. e., serving techniques); (4) Ability to interpret instructions, specifications, etc. (i. e., menu items); (5) Ability to use and maintain food service utensils and equipment; (6) Dexterity and safety practices. Must be 18 years of age at time of appointment. 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.**
- **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