

NAF VACANCY ANNOUNCEMENT

Bridgeport, California 93517

www.mccsmwtc.com

POSITION: Recreation Attendant

LOCATION: MWTC Fitness Center, Bridgeport, CA

SERIES & GRADE: NF-0189-01

AREA OF CONSIDERATION: OPEN

TYPE OF APPOINTMENT: Flex (0-40 hrs)

ANNOUNCEMENT NO.: 01-12

OPENING DATE: 6 Jan 2012

CLOSING DATE: 20 Jan 2012

BEGINNING WAGES: \$8.00-\$10.00

SUMMARY OF DUTIES:

The incumbent is involved in one or more recreational activities such as military or community center activities; youth activities; outdoor recreation; craft and hobby shops; athletics, fitness and sports programs; music and theater and/or other similar MCCS recreational services. Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Six months experience in the assigned recreational activity is desired. Ability to learn MCCS policies and regulations involving the Fitness Center is required. Must possess the ability to communicate both orally and in writing. Knowledge of basic mathematics is required. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

HOW TO APPLY:

Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1036, before the close of business (4:00 P.M.) on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-932-1521 or FAX resume/application to MCCS Bridgeport Attn HR 760-932-1524, or scan application to mccluremw@usmc-mccs.org. **Must be able to commute to work during winter snow months.**

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, Sailors, and their family members have a right to a reliable and productive Federal workforce. This position is designated as being subject to unannounced random drug testing under the Department of Navy's Drug-Free Workplace Program. The selected applicant must have a negative drug test result before employment may begin. An offer of employment will be rescinded if the selected applicant fails to report to any of the scheduled appointments or fails the pre-employment drug test.

Hal Neiger