

NAF VACANCY ANNOUNCEMENT

Bridgeport, California 93517

www.mccsmwtc.org

POSITION: Food Service Worker

ANNOUNCEMENT NO.: 03-12

LOCATION: Club - Bridgeport

OPENING DATE: 19 Jan 2012

SERIES & GRADE: NA-7408-04

CLOSING DATE: 27 Jan 2012

AREA OF CONSIDERATION: Open

BEGINNING WAGE: \$10.99/hr

TYPE OF APPOINTMENT: Flex 0-40 hrs

SUMMARY OF DUTIES: Prepares a limited variety of simple foods from prepared ingredients selecting correct amount of each ingredient. Cooks and prepares a variety of grilled or fried food, placing prepared items on counters, steam tables and dining room tables. Operates a variety of kitchen equipment, such as oven, grill, broiler, deep fat fryer, slicing machine, etc. Assembles sandwiches and other food products according to specific guidelines and is aware of holding times/temperatures. May be required to package prepared food for off-premise consumption. May be required to serve food cafeteria-style to patrons or serve tables' family-style by placing dishes of food on tables and refilling as necessary. May unload food from delivery trucks and move heavy garbage cans. May operate cash register and be responsible for own change fund. Counts and turns in change funds and daily receipts. Cleans and maintains a neat and orderly work area. May assist in requisitioning food supplies from various sources. Maintains accurate food inventories and rotates stock items to prevent spoilage. Covers, dates and stores leftovers according to established procedures. Complies with fire, safety, sanitation and security regulations. Informs supervisor of equipment problems and other related items. May train new employees in food preparation, on job safety practices, operation of cash register and sanitation regulations regarding food storage and sanitation.

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 related duties as required.

SKILLS AND KNOWLEDGE: Must be skilled in various phases of food service operations with specialized experience and training in food preparation. Knowledge of the operation of kitchen equipment. Ability to operate a cash register. Simple arithmetic and the ability to read instructions are required. Working knowledge of common sanitation procedures to prevent contamination of food products and maintain clean equipment. Ability to follow oral and written instructions.

RESPONSIBILITY: Receives assignments in oral or written form. Routine work is performed with general instructions; special circumstances occurring periodically require complete and specific instructions. The supervisor periodically checks to see that work is done on time and according to instructions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene and conformance with sanitation requirements.

PHYSICAL EFFORT: Work involves light to moderate physical effort such as continuous standing, walking, frequent stooping, reaching, pushing, pulling, and bending. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. May be required to perform heavy work such as scouring and scrubbing equipment/floors, pushing heavy carts and trucks in unloading, storing and delivering supplies.

WORKING CONDITIONS: Work areas are often uncomfortably warm and noisy. Workers are exposed to minor cuts, bruises, burns, scalds and the possibility of slipping on wet floors. Some workers are exposed to extreme temperatures of hot kitchens, walk-in refrigerators and freezing units. **Must be able to commute to work during winter snow months.**

HOW TO APPLY: Qualified applicants need to submit a completed NAF Employment Application to the NAFI Personnel Office, Attention HR, MCCS-MWTC, Bldg 1036 MCCS-MWTC, Bridgeport, CA 93517. or fax Application to (760) 932-1524, or scan to mccluremw@usmc-mccs.org. Applications will be accepted from all interested applicants. All applications and resumes will be retained in the MCCS Human Resources Office and will not be returned. Applications must be received in the MCCS Human Resources Office by the close of business on the posted closing date. You can reach the Personnel Office at (760) 932-1521.

NOTE: Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAFI may obtain a Criminal Record Check and/or a Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization, or any other non-merit factor. NAFI provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAFI at 760-830-6163 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAFI (except summer and temporary hires of 90 days or less)

*If the position becomes regular, the successful applicant may become regular without further competition.

**MCCS is a Drug-free workplace. The use of illegal drugs by MCCS 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.

Hal Neiger