

**Job Title:**Bartender

**Department:**Department of the Army

**Agency:**U.S. Military Academy

**Job Announcement Number:**NENAFBR12003

**SALARY RANGE:** \$10.63 to \$12.39 / Per Hour  
**OPEN PERIOD:** Thursday, January 12, 2012 to Sunday, February 12, 2012  
**SERIES & GRADE:** NA-7405-03  
**POSITION INFORMATION:** - - Flexible (FLEX.) -- Flexible (NAF)  
**DUTY LOCATIONS:** 7 vacancy(s) in the following locations:  
NY - West Point [View Map](#)  
**WHO MAY BE CONSIDERED:** US and Non US Citizens

#### **JOB SUMMARY:**

Challenge Yourself - Be an Army Civilian - Go Army!

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Sets up bars for operation, obtains cash bank and stocks service bar. Assures an adequate stock level is maintained, sets up storeroom and work area to permit easy access to stock items. Prepares a limited variety of simple alcoholic beverages as requested by patrons and wait staff. Records sales and makes change or prepares charge slips. Keeps bar...

**About the Position:** This position will be filled as flexible. Applicants claiming SPOUSE EMPLOYMENT PREFERENCE must furnish a copy of the sponsor's PCS orders to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends, and special events. All required background checks in accordance with

AR 215-3. There are no guaranteed hours and is on call basis. Flexible positions are not entitled to NAF benefits or leave accruals.

**First Cut off Date:**01/25/2012

**Organization(s):**

DFMWR, West Point Club, West Point, NY 10996

**Who May Apply:** Click [here](#) for more information.

- THE DEPARTMENT OF ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS. Applicant may submit a resume or DA Form 3433. Applicants must submit DA Form 3433-1. DA Forms may be accessed at: <http://www.cpol.army.mil/library/naf/jobkit/NAF-jobkit.pdf>. Veterans may apply.
- Persons with Military Spouse Preference who are in the commuting area of the place of work.
- All sources.
- Current and former NAF Employees.
- Involuntarily Separated Military (ISMP).

**KEY REQUIREMENTS**

- See Other Requirements
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**DUTIES:**

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Sets up bars for operation, obtains cash bank and stocks service bar. Assures an adequate stock level is maintained, sets up storeroom and work area to permit easy access to stock items. Prepares a limited variety of simple alcoholic beverages as requested by patrons and wait staff. Records sales and makes change or prepares charge slips. Keeps bar and work area clean and sanitary. Identifies persons who become unruly or who appear intoxicated, resolves the problem or seeks assistance in accordance with established procedures.

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**QUALIFICATIONS REQUIRED:**

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- 1. Must meet state/local age requirements for the serving of alcoholic at the time of appointment. 2. Be able to lift and carry weights up to 20 pounds. 3. Possess math skills necessary to calculate patron bills and take inventory. 4. Skill in mixing and serving alcoholic and nonalcoholic beverages

### **Other Requirements:**

Click [here](#) for more information.

- A medical examination is required.
- Satisfactory completion of a National Agency Check and Inquiries (NACI) that will be initiated prior to appointment to a NAF position.
- The Department of the Army 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 civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.
- You will be required to show Social Security card upon appointment to a NAF position.
- Direct Deposit of Pay is Required.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Applicants requesting NAF priority consideration as a Veteran must submit a DD 214 (member-4 copy).

### **HOW YOU WILL BE EVALUATED:**

Resumes will be evaluated for basic qualifications requirements and for the skills needed to perform the duties of the position, as described in this vacancy announcement and identified by the Selecting Official for the position.

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### **BENEFITS:**

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- Flexible employees are not entitled to benefits

### **OTHER INFORMATION:**

Click [here](#) for more information.

**Other Advantages:** Located in the scenic Hudson River valley, only 50 miles from New York City, the U.S. Military Academy at West Point is a four-year academic institution, a nationally-renowned historic site, and the oldest continuously occupied military post in America. West Point's 3,000 civilian employees have access to Eisenhower Hall Theatre, the Hudson Valley's premier performing arts center, and recreational facilities such as an 18-hole Golf Course and Ski Slope.

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### HOW TO APPLY:

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Click [here](#) for more information.

- Resumes must be received by the closing date of this announcement.
- Announcements close at 12:00am (midnight) Eastern Time.
- You may send your resume via surface mail to: CIVILIAN PERSONEL ADVISORY CENTER, NONAPPROPRIATED FUND HUMAN RESOURCES OFFICE, 626 SWIFT ROAD, WEST POINT, NY 10996
- You may fax your resume to: 845-938-2363
- You may email your resume to: WPNAFRESUMES@USMA.EDU. You must include Job Announcement Number on the subject line.

### REQUIRED DOCUMENTS:

N/A

### AGENCY CONTACT INFO:

*CIVILIAN PERSONNEL ADVISORY CENTER, NAF HRO*

*Phone: 845-938-2822*

*Email: WPNAFRESUMES@USMA.EDU*

*Agency Information:*

*NONAPPROPRIATED FUND HUMAN RESOURCES OFFICE*

*626 SWIFT ROAD*

*WEST POINT, NY*

*10996*

### WHAT TO EXPECT NEXT:

Once this announcement closes, your application will be reviewed to determine if you meet the experience and/or education requirements found in the vacancy announcement. If you are found to be qualified, your application/resume may be referred to the selecting official for selection. If your application/resume is referred to the selecting official, you may be contacted for an interview, however, this is optional. If you are selected, you will receive a tentative job offer.