

Job Title:Waiter

Department:Department of the Army

Agency:U.S. Military Academy

Job Announcement Number:NENAFBR12018

SALARY RANGE: \$10.63 to \$12.39 / Per Hour

OPEN PERIOD: Friday, February 10, 2012 to Monday, February 27, 2012

SERIES & GRADE: NA-7420-03

POSITION INFORMATION: - - Flexible (FLEX.) -- Flexible (NAF)

DUTY LOCATIONS: 1 vacancy(s) in the following locations:
NY - West Point

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 tables, arranges place settings and table decorations. Receives guests, makes suggestions and answers questions about food, wines and other items available. Takes orders. Places order with and receives food and beverages from kitchen and bar when required. Maintains sales record. Collects cash or payment by credit card. Clears and cleans table...

About the Position: 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 and medical checks in accordance with AR 215-3. This position

will be filled as flexible. No guaranteed hours; on call basis. Flexible positions are not entitled to NAF Benefits or leave accruals.

First Cut off Date:02/17/2012

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
-

DUTIES:

Sets tables, arranges place settings and table decorations. Receives guests, makes suggestions and answers questions about food, wines and other items available. Takes orders. Places order with and receives food and beverages from kitchen and bar when required. Maintains sales record. Collects cash or payment by credit card. Clears and cleans tables and other customer service areas. May provide work direction to other dining room staff as necessary. Skills and Knowledge: Knowledge of sanitary food handling and serving techniques. Math ability to compute checks and make change. Ability to recognize the signs of intoxication. Responsibility: Responsible for cash receipts and complying with accountability procedures. Physical Effort: Stands and walks for long periods. Continually lifts and carries items weighing less than 10 pounds.

QUALIFICATIONS REQUIRED:

- 1. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment. 2. Possess basic math skills necessary to compute patron

bills and make change. 3. Be able to communicate effectively in English. 4. Have work experience performing the duties identified.

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.

BENEFITS:

- Flexible employees are not entitled to benefits

OTHER INFORMATION:

Click [here](#) for more information.

- May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

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.

HOW TO APPLY:

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 PERSONNEL 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.

U.S. Military Academy

Job Title:Waiter

Department:Department of the Army

Agency:U.S. Military Academy

Job Announcement Number:NENAFBR12019

SALARY RANGE: \$9.60 to \$11.21 / Per Hour
OPEN PERIOD: Friday, February 10, 2012 to Monday, February 27, 2012
SERIES & GRADE: NA-7420-02
POSITION INFORMATION: - - Flexible (FLEX.) -- Flexible (NAF)
DUTY LOCATIONS: 1 vacancy(s) in the following locations:
NY - West Point
WHO MAY BE CONSIDERED: US and Non US Citizens

JOB SUMMARY:

Challenge Yourself - Be an Army Civilian - Go Army!

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Takes orders placed by guest for alcoholic, non-alcoholic beverages and food items from menus. Required to be fully familiar with all food items available and all beverage items available for guest consumption. Orders drinks from bartender and delivers to guest. Maintains sales record, collects cash or payment by credit card from guest. Clean, rese...

About the Position: 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 and medical checks in accordance with AR 215-3. This position will be filled as flexible. No guaranteed hours; on call basis. Flexible positions are not entitled to NAF Benefits or leave accruals.

First Cut off Date:02/17/2012

Organization(s):

DFMWR-West Point Club, West Point, NY 10996

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

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- Persons with Military Spouse Preference who are in the commuting area of the place of work.
- All sources.
- Current and former NAF Employees.
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KEY REQUIREMENTS

- See Other Requirements
-

DUTIES:

Takes orders placed by guest for alcoholic, non-alcoholic beverages and food items from menus. Required to be fully familiar with all food items available and all beverage items available for guest consumption. Orders drinks from bartender and delivers to guest. Maintains sales record, collects cash or payment by credit card from guest. Clean, reset and arrange tables as required. Remove used glassware, china, and silverware to steward area for cleaning. SKILLS AND KNOWLEDGE: Ability to follow oral and written instructions and prepare guest checks. RESPONSIBILITY: Responsible for cash receipts and complying with accountability procedures. PHYSICAL EFFORTS: Stands and walks for long periods. Continually lifts and carries items weighting up to 40 pounds.

QUALIFICATIONS REQUIRED:

- Applicant must meet state/local age requirements for the servicing of alcoholic beverage at the time of appointment. Possess basic math skills necessary to compute patron bills and make change. Be able to communicate effectively in English.

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.
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BENEFITS:

- Flexible employees are not entitled to benefits

OTHER INFORMATION:

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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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REQUIRED DOCUMENTS:

N/A

AGENCY CONTACT INFO:

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Agency Information:

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WEST POINT, NY

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Job Title:Waiter (Banquets)

Department:Department of the Army

Agency:U.S. Military Academy

Job Announcement Number:NENAFBR12020

SALARY RANGE: \$8.58 to \$10.01 / Per Hour
OPEN PERIOD: Friday, February 10, 2012 to Monday, February 27, 2012
SERIES & GRADE: NA-7420-01
POSITION INFORMATION: - - Flexible (FLEX.) -- Flexible (NAF)
DUTY LOCATIONS: 1 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.

Works under close supervision of the banquet supervisor or leader who provides specific instruction for task to be performed. Supervisor is consulted when difficult situations occur. Performance is observed while in progress to ensure compliance with instructions and established procedures. MAJOR DUTIES: Performs routine duties of servicing banq...

About the Position: 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 and medical checks in accordance with AR 215-3. This position

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KEY REQUIREMENTS

- See Other Requirements
-

DUTIES:

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Works under close supervision of the banquet supervisor or leader who provides specific instruction for task to be performed. Supervisor is consulted when difficult situations occur. Performance is observed while in progress to ensure compliance with instructions and established procedures. MAJOR DUTIES: Performs routine duties of servicing banquets either by providing for set menu banquets or taking individual orders. This position is basically waiter work, with fewer procedure requirements than those involved in positions in restaurant, cafe or bar operations. Involved in setting up and breaking down banquet settings and replenishing beverages. Ability to follow simple oral and written instruction and an understanding of sanitary food and beverage handling techniques and an understanding of food preparation methods of food items. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

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- Must meet the state/local age requirement for the serving of alcoholic beverages. No prior training or work experience required. Applicants must be able to follow simple oral and/or written instructions. Applicant must be physically able to stand, stoop, bend, walk and do moderate lifting for long periods of time.

Other Requirements:

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