



**Non-appropriated Fund Vacancy  
ANNOUNCEMENT NUMBER NAF-2015-06**

**Opening Date:** 12 February 2015

**Closing Date:** Open Continuous Until  
30 April 2015

**Position:** NGIS Front Desk Associate, NF-0303-02

**Salary:** \$9.30 per hour

**Employment Category:** Flexible (0-40 hours), without benefits. NOTE: Will require nights, weekends and holiday hours.

**Location:** Navy Gateway Inns & Suites aboard Naval Submarine Base, Kings Bay, GA

**Area of consideration:** General Public and Military Spouse Preference Eligible

**Duties:** Performs a variety of front desk and/or reservation functions for the lodging program. Receives requests and processes reservations. Records and enters reservations into the Property Management System (PMS). Checks guests in/out and assigns rooms. Responsible for accountability of all room keys and other keys required for daily operation. Receives and is accountable for a change fund. Prepares Close Bank Report and deposits cash receipts at the end of each shift in accordance with established procedures. Provides information for local places of interest. Keeps the front desk and lobby area clean and neat. May be required to run various reports. Answers phones and transfers calls to appropriate individuals and replies to guest questions. Logs trouble calls and ensures the appropriate department is notified. Relocates guest to a different room when required. Performs other related duties as assigned.

**Qualifications:**

- Preferred 6 months of work experience that demonstrates knowledge of basic principles, concepts, standards and regulations related to hospitality operations.
- Must be skilled in the use of a personal computer and various software programs.
- Must possess basic math and reading skills.
- Must be able to communicate clearly and effectively both verbally and in writing in English.
- Ability to handle, control, and account for large amounts of cash.

**Physical Demands and Work Environment:** Work is primarily performed in an office environment. Requirements include extended periods of standing; walking and lifting/carrying objects up to 30 pounds. Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation.

**Special Requirements:** This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused. This position is subject to a favorable National Agency Check (NAC).

**Basis of Review:** Applicants will be evaluated based on experience and qualifications described above and presented in written format.