

******* JOB OPPORTUNITY*******
NON-APPPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 17-021

POSITION TITLE: RECREATION AID (CONCESSIONAIRE), NF-0189-01

SALARY: \$7.25 - \$11.00 per hour (Depending on experiences)

EMPLOYMENT CATEGORY: Flexible Part-Time (0-20 hours per week) Employee will be required to work a varied, rotating schedule to include evenings, weekends and holidays

LOCATION: Commander, Navy Region Europe; Fleet and Family Readiness Program;
Morale, Welfare & Recreation Dept., Reel Time Theater II, Support Site, Naples, Italy

AREA OF CONSIDERATION: Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

OPENING DATE: 01 October 2016
CLOSING DATE: O.U.F.

INTRODUCTION: The purpose of this position is to perform duties independently in the ticket office and/or the snack bar in accordance with prescribed practices and general directions at the theater.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent ensures that adequate change fund is on hand while performing duties in the Ticket Office and or Snack bar.

In the Ticket Office, the incumbent sells tickets; operates ticket dispenser and cash register. Receive and account for cash and tickets in accordance with MWR Standard Operating Procedures. Completes Daily Activity Report (DAR) and secures deposit of daily cash receipts.

Checks identification card of all patrons in civilian clothing and selling tickets only to authorized patrons. Insure that patrons are in proper civilian attire.

In the Snack bar, the incumbent is responsible for selling, soda hotdogs, popcorn, candy and other related items to eligible patrons and is also responsible for replenishing beverage dispensers.

Ensures proper display and price marking of items for sale and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents in accordance with Navy sanitary regulations.

Ensure that adequate stock levels are maintained and assist in taking inventory by arranging food items in sequence on storage shelves and in the refrigerated areas. Ensures sufficient sale items are on hand to meet expected demand by requisitioning/receiving-needed items, as required, in accordance with

proper procedures. Conducts inventory. Assist in maintaining good order and discipline through the theater during all showings.

QUALIFICATIONS REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

OR

Successful completion of 1 year above high school with course(s) related to the occupation.

To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.

Capability to follow verbal and written instructions.

Ability to provide prompt, courteous and professional customer service.

Ability to deal effectively with others.

Ability to handle cash.

HOW TO APPLY: Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil or by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met and clearly documented in the resume. Completed resumes and applicable required documentation must be received by 11:59pm Local Time on the closing date. Please direct inquiries via email to: NAFPersonnel@eu.navy.mil.

REQUIRED DOCUMENTS:

- Resume
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- Signed [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- [Military Spouse Preference \(MSP\) Program](#), if applicable.
- Proof of education (transcripts/copy of degree), if applicable.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report
- If Veteran: DD-214, Certificate of Release or Discharge from Active Duty

Note: To receive credit for education above high school or training, you MUST provide copies of transcripts, certificates, or other acceptable evidence with your resume/application.

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.