



RECREATION AIDE

Announcement # M – 04213

Salary: \$7.25 - \$10.00 per hour Series/Grade: NF – 0189-01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: CEDAR POINT GOLF COURSE - PAX RIVER

OPENED: 5/23/2013

1st Cutoff: 5/30/2013

CLOSES: WHEN FILLED

AREA OF CONSIDERATION: ALL SOURCES

FLEX POSITION = 0-40 HOURS PER WEEK

HOW TO APPLY: Download required application forms on

http://cnic.navy.mil/content/cnic/cnic_hq/regions/ndw/about/jobs.html

Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

Cleans and parks golf carts. Operates driving range vehicle to pick up golf balls and baskets. Operates golf ball washing and dispensing machine. Cleans rental golf clubs as needed. Performs maintenance duties to include: empty and clean clubhouse and driving range trash cans, sweep outside areas around clubhouse. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The incumbent must understand and apply golf course procedures and regulations pertaining to the position. The work consists of related steps, processes and methods. Must have a neat, well-groomed appearance at all times. Must possess a valid driver's license. Physical exertion is involved in standing, walking, driving vehicles, bending and carrying objects up to 50 pounds. Duties are primarily performed outdoors under varied weather conditions. Must be able to favorably pass a NACI background investigation.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

The Department of the Navy 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, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.