

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII  
 MCCS Personnel Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax 808-254-4888

<b>POSITION:</b>	<b>COOK</b>		
<b>SALARY:</b>	<b>\$13.68 per hour</b>	<b>SERIES NUMBER:</b>	<b>NA-7404-05</b>
<b>ANNOUNCEMENT #:</b>	<b>0010-10</b>	<b>OPEN DATE:</b>	<b>01/08/2010</b>
<b>LOCATION:</b>	<b>O'lina CDC</b>	<b>FIRST CUT OFF DATE:</b>	<b>01/15/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Monday – Friday 0700-1600</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input checked="" type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Prepares and cooks a variety of menu items including hamburgers, grilled sandwiches, eggs, quick meals, cold sandwiches and salads. Grills steaks, chops, poultry, pancakes, bacon, sausage, etc., by watching while the items are cooking, turning as required and removing when done. Prepares and cooks fresh, frozen or canned vegetables and fruits for serving as directed. Prepares desserts, juices, and other items as directed by higher-grade cooks. Places cooked food in serving dishes, steam carts and food trucks. Washes and cleans kitchen equipment. Maintains assigned area in a neat and orderly manner and in compliance with fire, safety, sanitation and security regulations. Maintains rotation of food inventories to prevent spoilage. Maintains proper temperature for all foods during holding, transport, reheating, and serving to assure quality control and food safety. Covers, dates and properly stores all food items at the close of business or shift. Verifies and stores food supplies properly. May be required to assist with monthly and mid-monthly food and beverage products inventories. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Basic knowledge of food preparation principles and a practical understanding of the physical changes that occur during the processing and cooking of food. Ability to follow oral and written instructions, i.e., cookbooks, menus and schedules. Ability to work safely, i.e., use knife properly to avoid cuts, be alert to open jets or escaping gas when grilling. Knowledge of food service equipment sufficient to operate and clean electrical food choppers, slicers, shredders, grinders and mixers. Ability to evaluate a variety of raw and cooked food items to ascertain their freshness. Knowledge of principles of food spoilage, food borne illness and food safety. Ability to decide when the foods cooked are done without overcooking. Ability to season foods according to set procedures. Ability to obtain a Food Handlers Card.

Receives work assignments orally and/or writing from supervisor, higher-grade cook, schedule or cook's worksheet. Normally a higher-grade cook or supervisor is available to answer questions and to ensure that work is being done properly. May work without supervision for short periods.

Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

Exposed to warm and noisy kitchens, steam, fumes and cooking odors; danger of falling on freshly mopped floors; burns from steam or hot foods; cuts from knives; shocks from electrical machines; and extremes in temperatures.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **01/15/2010** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

**WHAT TO FILE:** An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

**WHERE TO FILE:** MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through [www.mccshawaii.com](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option.

**EVALUATION AND RANKING OF CANDIDATES:** All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

**CONDITIONS OF EMPLOYMENT:** The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

**NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

**DFWP:** This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.