

# 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>OPERATIONS ASSISTANT</b>		
<b>SALARY:</b>	<b>\$11.00-\$13.00 Per Hr</b> (Salary commensurate w/exp)	<b>SERIES NUMBER:</b>	<b>NF-1101-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0026-10</b>	<b>OPEN DATE:</b>	<b>01/29/2010</b>
<b>LOCATION:</b>	<b>Business Operations – Sam Adams Sports Grill</b>	<b>FIRST CUT OFF DATE:</b>	<b>02/05/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sun – Sat 5:30am – 2:00am</b> <b>Holidays/Weekdays/Weekends</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/ or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by 25% COLA</b> (Subject to change)	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input checked="" 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 type="checkbox"/> <b>RFT</b> <input checked="" type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends. Responsible for the issue, receipt, and control of cash. Makes unscheduled cash counts. Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues. Inspects and secures facility at the end of the shift. Maintains and enforces security for funds, merchandise, supplies, equipment and property in accordance with directives and regulations. Must be alert to alcohol abuse and take appropriate action. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** A minimum of one-year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required. Familiarity with cash handling procedures and sales operation. Ability to communicate both orally and in writing, and to provide work direction to other employees.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/05/2010** 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. 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.

**SPOUSE PREFERENCE:** Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

**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.