

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	COOK		
SALARY:	\$12.74 Per Hour	SERIES NUMBER:	NA-7404-04
ANNOUNCEMENT #:	0027-10	OPEN DATE:	01/29/2010
LOCATION:	Business Operations – Sam Adams Sports Grill	FIRST CUT OFF DATE:	02/05/2010
AREA OF CONSIDERATION:	ALL SOURCES	HOURS: Days, Nights, Weekends and Holidays **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> 25% Cost-of-living-allowance is included in the above salary, subject to change	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input checked="" type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input checked="" type="checkbox"/> Health Card Required	<input type="checkbox"/> RFT <input checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage. Performs other related duties as required.

QUALIFICATION REQUIREMENTS: Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service materials such as food labels, standardized recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles. Ability to lift/move objects weighing up to 40 pounds.

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

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 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: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of 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.