

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:	SALES ASSOCIATE / CASHIER		
SALARY:	\$7.25 - \$9.50 Per Hour (Salary commensurate w/exp)	SERIES NUMBER:	NF-2091-01
ANNOUNCEMENT #:	0035-10	OPEN DATE:	02/02/2010
LOCATION:	Business Operations – Manana Marine Mart	FIRST CUT OFF DATE:	02/09/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Days, Evenings, 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"/> Salary to be increased by 25% COLA (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 type="checkbox"/> Health Card Required	<input type="checkbox"/> RFT <input checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Assists and serves customers with location, selection and purchase of merchandise with an emphasis on customer courtesy. Responsible for merchandising, display, and appearance of assigned area(s). Ensures items are properly marked. Accepts sales and operates cash register. Checks merchandise, rings sales on cash register, receives payments, makes change bags or wraps merchandise and completes related sales records. Prepares written sales slips as appropriate. Verifies personal checks and credit cards. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to operate, or learn to operate a cash register. Knowledge of basic mathematics. Ability to lift/carry objects weighing up to 30 pounds. Six months of experience is preferred. This position may become regular part-time at a later date without further competition, in that all selections under this Job Vacancy Announcement will be competitively selected.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. APPLICATIONS RECEIVED BY **02/09/10** WILL BE GIVEN FIRST CONSIDERATION.

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: 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.