

# 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>FOOD SERVICE WORKER</b>		
<b>SALARY:</b>	<b>\$11.05 Per Hour</b>	<b>SERIES NUMBER:</b>	<b>NA-7408-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0055-10</b>	<b>OPEN DATE:</b>	<b>02/25/2010</b>
<b>LOCATION:</b>	<b>Business Operations – American Eatery – Camp Smith</b>	<b>FIRST CUT OFF DATE:</b>	<b>03/04/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Mon. – Fri. 5:00 a.m. – 7:00 p.m.</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 COLA (Subject to change)</b>	<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 type="checkbox"/> <b>RPT</b> <input checked="" type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, bread, butter, and beverages. Serves food cafeteria-style to diners. Serves tables family-style by placing dishes of food on tables and refilling as necessary. Makes coffee in large urns according to the number of servings desired, with responsibility for timing and brewing. Makes a variety of fruit and vegetable salads such as fresh fruit, tossed green, tomato and lettuce, and lettuce wedges. Serves food in standard portions by placing uniform amounts in small dishes or glasses in prescribed quantities. Makes simple sandwiches. Packs box lunches. Maintains water and detergent levels in dishwasher; removes strainer pans, inspection doors, etc., for proper cleaning of dishwasher, inside and out; removes calcium deposits as required; and restores room to orderliness. May unload food from delivery trucks and move heavy garbage cans. May operate cash register and be responsible for own change fund. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Skill to perform tasks with several steps and use judgment in the performance of sequential tasks. Concentration is required to serve uniform individual portions and to avoid distractions, such as when several people ask for different items at the same time. Simple arithmetic and the ability to read instructions are required. Working knowledge of common sanitation procedures to prevent contamination. Ability to lift/carry objects weighing up to 45 pounds.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. **APPLICATIONS RECEIVED BY 03/04/2010, 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.

**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.