



NF-3 & ABOVE 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:	RETAIL AREA SUPERVISOR		
SALARY:	\$37,000-43,000 per annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-1101-03
ANNOUNCEMENT #:	0373-09	OPEN DATE:	12/16/2009
LOCATION:	Annex – Wiki Wiki Mart	FIRST CUT OFF DATE:	12/23/2009
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"/> Health Card Required	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input checked="" type="checkbox"/> Minimum Age 21 Required	<input checked="" type="checkbox"/> Resume/ Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> 25% COLA Included in Salary (subject to change)	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Incumbent is responsible for the efficient operation of an assigned area within a retail operation, specifically, Wiki Wiki within the Exchange Annex onboard Marine Corps Base Hawaii. Performs full first level supervisory duties which include initiating personnel actions, performance appraisals, disciplinary actions, directing specific tasks and/or job assignments, and related matters. Ensures area is appropriately stocked, attractively displayed, and adequately staffed to achieve sales goals and service standards. Establishes and implements an effective Customer Relations Program. Incumbent ensures area is fully stocked, effectively identified with signage, accurate price marking, and fact tags. Ensures established visual merchandising standards are applied. Coordinates stock replenishment. Ensures staffing levels and payroll expenditures correspond with business conditions and planned budgets. Is responsible for accuracy in VRR process, integrity of shelf labeling, and plan-o-grams. Maintains in stock position of merchandise, and appropriate quantities of advertised product. Ensures employees are versed on sales goals, events, sales incentive programs and store policies. Incumbent is responsible for store opening and closing. Assists in scheduling, initial training, continuing instruction and efficient utilization of personnel within assigned area or department. May assist in maintaining store records and files such as daily preparation of accounting records; operational and inventory reports or other reports as needed. Assists in maintaining and enforcing security of merchandise, funds, equipment, and property, and must be alert to theft as well as initiating appropriate action to minimize shortages. Serves as liaison between a Contractor and Contracting Officer to aid in contract administration. Oversees contractor performance and adherence to regulations. Handles routine correspondence; maintains administrative contract files; inspects and accepts products and services; and reviews and approves invoices for payment as appropriate. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Ensures training is provided to employees. Supervises employees to include: assigning and distributing work, coaching, counseling, tutoring, and mentoring employees; approving and disapproving leave, recommending and completing personnel actions, completing performance reviews and signing timecards, training employees, keeping abreast of and actively supporting the principles of the EEO program, and prevention of sexual harassment. Must be alert to alcohol abuse, and take appropriate action. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A minimum of three years experience in operation of a convenience, package store or related retail sales activity with ability to provide direction and maintain effective working relationship with subordinate, higher level officials, and others. Strong verbal and written communication skills required. Must be able to apply business mathematics and merchandising methods and be able to operate a cash register. Knowledge of alcoholic brands, liquor laws and policies and procedures is required. Incumbent must meet state or municipal alcohol requirements. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover Letter for the position listed above to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 12/23/2009 WILL BE GIVEN FIRST CONSIDERATION.** Civil Service applicants should note portability of Civil Service benefits applies.

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.

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.

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 NAF Personnel Office representative. 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.