



MARINE CORPS BASE HAWAII

MCCS Human Resources Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax: (808) 254-4888

POSITION/GRADE:	SALES ASSOCIATE / CASHIER (NF-01)		
SALARY:	\$7.25 - \$9.50 Per Hour (Salary commensurate w/exp)	SERIES NUMBER:	NF-2091-01
ANNOUNCEMENT #:	0002-12	OPEN DATE:	01/01/2012
LOCATION:	Business Operations – Marine Mart / Gas Lanes	CLOSING DATE:	Open Continuous
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 Driver's 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 type="checkbox"/> RPT <input checked="" 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. *Flexible appointments made under this announcement may become regular full or part time without further competition*

FILING INSTRUCTIONS: Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073 or via email at mccshawaiiapps@usmc-mccs.org. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

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*) or at http://www.mccshawaii.com/jobs_listings.shtml. A copy of sponsor's Permanent Change of Station (PCS) orders must also be included.

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 Human Resources Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the HR 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.