



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:	BAR/RECREATION ATTENDANT		
SALARY:	\$10.19 Per Hour	SERIES NUMBER:	NA-7405-01
ANNOUNCEMENT #:	0066-12	OPEN DATE:	02/22/2012
LOCATION:	Semper Fit – Camp Smith Recreation Center	CLOSING DATE:	02/29/2012
AREA OF CONSIDERATION:	All Sources	HOURS: Mon-Fri 1500-1800, Sat 0700-1600 **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report		<input checked="" type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX

DUTIES: Reporting to the Camp Smith Semper Fit Recreation Specialist Supervisor or his designee, the incumbent is responsible for monitoring and oversight of the recreational activities such as video games, presenting movies, kitchen usage, and miscellaneous table games in the Camp Smith Recreation Center for the benefit of authorized patrons. Provides general information on the use of equipment and information concerning the operation of the facility. Monitors and checks the security of the premise and conducts daily cash reconciliation. Incumbent sets up sale and service of beer or any other alcohol-type beverage and may be tasked in setting up for limited service and special party with the necessary supplies such as beverages, condiments, and ice prior to opening the bar area. Disposes of waste materials. Unloads and stacks all necessary supplies, cleans and replaces pressurized containers. Responsibilities include maintaining the cleanliness of the facility.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

Must meet minimum age requirement and cash handling responsibilities.

QUALIFICATION REQUIREMENTS: Ability to recognize intoxicated patrons when serving alcohol and to follow proper training procedures in handling such incidents. Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed. Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons. **Responsibility:** Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room. With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision. **Physical Effort:** Work requires frequent light to moderate lifting, carrying, pushing and pulling. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance. Heavier objects such as beer kegs are usually transported with the aid of a dolly. **Working Conditions:** Work is normally performed inside with adequate light, heat and fresh air. May be exposed to the possibility of chapped hands, bruises, and cuts

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.

APPLICATIONS MUST BE RECEIVED BY 4:30PM HST ON CLOSING DATE TO BE CONSIDERED.

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.eoc.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.