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FEDERAL EMPLOYMENT OPPORTUNITIES

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NAF HUMAN RESOURCES OFFICE

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NAF VACANT POSITIONS as of 10 MAR 2010

ANN. #	POSITION/GRADE	EMPLOYMENT CATEGORY ⁽³⁾	PAY RATE	LOCATION	OPENING DATE	CLOSING DATE
C5	CUSTODIAL WORKER, NA-3566-02	FLEX	\$8.92 PH	CONSOLIDATED CLUB	Continuously Open	
M5	COOK, NA-7404-04	FLEX	\$10.37 PH	CONSOLIDATED CLUB	Continuously Open	
M7	FOOD SERVICE WORKER, NA-7408-01	FLEX	\$8.15 PH	CONSOLIDATED CLUB	Continuously Open	
M5	COOK, NA-7404-06	REG	\$11.83 PH	YOUTH CENTER	Open Until Filled	
L4	GUEST SERVICES MANAGER, NF-0303-III	REG	\$16.50 PH	LODGING	Open Until Filled	
Y7	CHILD AND YOUTH PROGRAM ASSISTANT, CY1702-01/02/03 (Developmental) NTE 31-AUG-2010 (MULTIPLE VANCANCIES)	FLEX	\$11.20 – 13.72 PH ⁽¹⁾	YOUTH CENTER	Continuously Open	

⁽¹⁾ DOE = Depends on experience and/or education. ⁽²⁾ Entitled to shift differentials and automatic wage increases.

⁽³⁾ REG = Positions have a set of guaranteed scheduled work hours per week and are eligible for group life and health insurance, holidays, paid leave, and optional retirement and employer matching 401(k) savings plans. ⁽³⁾ FLEX = Positions are not guaranteed set scheduled hours, but may work a recurring schedule. Some positions require mandatory use of a uniform and require uncommon work schedules to include weekends, holidays and rotating shifts. All employees of the 56th Force Support Squadron are eligible to use all facilities under the direction of the 56th Force Support Squadron (except military dining facilities). A list of NAF continuously open positions will soon be available at the link listed above.

Selected internal NAF applicants' pay may be set above the listed per hour rate, IAW applicable NAF pay setting rules.

“All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit”

LUKE AFB IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS FORM MUST BE POSTED ON ALL NAF EMPLOYEE BULLETIN BOARDS

****JOB DESCRIPTIONS AND QUALIFICATIONS - Below****



**NONAPPROPRIATED FUND VACANCY #C5
CUSTODIAL WORKER (JANITORIAL), NA-3566-02, \$8.92 PH**

DUTIES AND RESPONSIBILITIES: Maintains a specified area in an orderly and clean manner. Vacuum cleans rugs, and draperies. Sweeps, mops, strips, scrubs, waxes, and polishes floors using industrial type power equipment. Adjusts and changes buffers, brushes and other attachments on power equipment. Dusts, waxes, and polishes furniture. Dusts ledges and woodwork. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Cleans glass partitions, inside and outside windows, using stepladders and extension ladders. Maintains restrooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes, lavatories, urinals, and toilet bowls. Cleans, mirrors, and water fountains. Replaces deodorizers, toilet tissue, hand towels, and soap. Reports water leaks, clogged drains, and other conditions requiring maintenance to supervisor. Maintains supply of cleaning materials, and advises supervisor when more supplies are needed, or when equipment needs repair or replacement. Operates, breaks down and cleans all electrical equipment for food preparation. Cleans kitchen equipment (e.g., worktables, sinks and refrigerators). Separates food waste and trash from dishes, glasses and silverware in dishwashing area. Loads and operates dishwashers, stores clean dishes, glasses and silverware. Washes tables and counters, vacuums and shampoos carpets. Sweeps and mops kitchen floors, cleans windows, washes walls and cleans and sanitizes trashcans. Performs seasonal tasks as required; such as, applying ice control material to entrances of buildings, shoveling snow, picking up litter around buildings, mowing grass, and watering lawns around buildings. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Must have skill in the proper use of cleaning and sanitizing solutions. Must be able to clean and make adjustments to powered equipment. Must be able to perform the full range of cleaning duties. Must be able to follow oral and/or written instructions involving duties with several distinct tasks or steps. Must be physically able to occasionally lift and carry objects weighing 50 pounds or more. Must be able to continuously stand, bend, stoop, and reach for long periods of time. Must be able to complete a pre-employment physical and satisfactorily complete an installation, state, and national criminal background check. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training.

**NONAPPROPRIATED FUND VACANCY #M5
COOK, NA-7404-04, \$10.37 PH**

Position located with the 56 FSS Consolidated Club, Luke AFB, with **FLEX** employment category.

DUTIES AND RESPONSIBILITIES: Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings. Prepares convenience items such as: frozen hash browns, fish fillets and chicken nuggets. Some cooks at this level prepare and bake pizza. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading; weighs, measures, and assembles ingredients for regular menu items; sets up and replenishes salad bar; portions foods for distribution and meal service, and covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral and written instructions and work safely. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and ability to season food and decide when foods are done is required. Must be physically able to lift objects weighing up to 40 pounds and be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must satisfactorily complete a pre-employment physical and must satisfactorily complete a National Agency Records Check.

**NONAPPROPRIATED FUND VACANCY #M7
FOOD SERVICE WORKER, NA-7408-01, \$8.15 PH**

DUTIES AND RESPONSIBILITIES: Sets up glasses, silverware, dishes, trays, napkins, condiments and cold menu items (e.g., salad, dessert, bread and cold beverages) on a serving line. Removes dishes and trays from tables. Operates, breaks down and cleans all electrical equipment for food preparation. Cleans kitchen equipment (e.g., worktables, sinks and refrigerators). Separates food waste and trash from dishes, glasses and silverware in dishwashing area. Loads and operates dishwashers, stores clean dishes, glasses and silverware. Washes tables and counters, vacuums and shampoos carpets. Sweeps and mops kitchen floors, cleans windows, washes walls and cleans and sanitizes trashcans. Sorts, washes, peels and cuts fresh fruits and vegetables. Ensures compliance with fire, safety, HAZMAT, and sanitation rules regulations, and practices. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: No previous experience is required. Ability to read and understand written material and be able to follow simple oral instructions. Must be able to speak, read, write and comprehend the English language. Must be able to use hand tools for cleaning and operating simple machines. Must be able to frequently lift or move objects weighing up to 20 pounds, and occasionally over 20 pounds with assistance. Must be able to continuously stand, walk, stoop, reach, push and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must satisfactorily complete a pre-employment physical and must satisfactorily complete installation records check.

**NONAPPROPRIATED FUND VACANCY #M5
COOK (MOTOR VEHICLE OPERATOR), NA-7404-06, \$11.83 PH**

Position located with the 56 FSS Youth Center, Luke AFB, AZ, with **REGULAR** employment category.

DUTIES AND RESPONSIBILITIES: Performs duties which include, but are not limited to preparing breakfast, lunch, snacks, and special event meals to include: eggs, French toast, pancake, oatmeal, cereals, stir fry, fried rice, beans, sandwiches, salads, pizza, lasagna, quesadillas, beef franks, chicken breasts, and other meats. Roasts, broils, bakes, boils, grills, steams and stews meats, fish and poultry. Prepares soups, broths, gravies, sauces and puddings without the use of pre-packaged mixes. Adjusts standardized recipes for number of servings, performs yield testing; mixes and prepares sauces, glazes, salad dressings, cakes and pies, and carves vegetables and fruits. Prepares meals which requires coordinating the cooking of items with different cooking times. Plans the cooking process to produce complete meals on time and at the proper temperature. All meals and snacks must be healthy and age and size appropriate and must comply with United States Department of Agriculture Child and Adult Food Program and Air Force standards. Meals and snacks must be pre-approved by supervisor and from base Nutritional Medicine. Minor modifications may be made to add flavor and more appealing, with supervisors coordination. Food service areas are sanitized after each use. Responsible for kitchen sanitation and cleanliness of equipment (floors, cabinets, walls, food storage areas, refrigerators and freezers, laundry). Follows risk management procedures to reduce vulnerabilities to preventing food-borne illnesses. Conducts frequent and thorough inventories and inspections of any areas used for food service and for food storage. Operates a motorized vehicle (15 passenger van) to transport youth to and from activities. Performs minor operator maintenance, such as checking fluid levels, air pressure in tires, cleaning and washing vehicles. Exercises caution for the safety and comfort of passengers. Determines shortest and safest routes. Observes safety rules, regulations, and posted traffic controls and guide signs. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Must be at least 18 years of age. Must have experience in and knowledge of food preparation principles and characteristics of food, and of planning processes to ensure entire meals are prepared and cooked on time. Must be able to perform yield testing to determine portion cost and to adjust ingredients in standardized recipes. Must have knowledge of procedures to order, issue and store food. Experience must have been gained in a grill, snack bar, restaurant, club or similar food activity. Must be physically able to frequently lift objects weighing up to and occasionally over 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to complete initial food handler's training and maintain Food Handlers Card. Must be able to satisfactory complete a local Installation Records, State, and National Agency Checks. Must be able to satisfactory complete a pre-employment physical.

**NONAPPROPRIATED FUND VACANCY # L4
GUEST SERVICES MANAGER, NF-0303-III, \$16.50 PH**

Position located with the 56 FSS Fighter Country Inn, Luke AFB, AZ, with **REGULAR** employment category.

DUTIES & RESPONSIBILITIES: Responsible for the efficient & economical operation of the Lodging Guest Reception. Responsible for the safety, security, & welfare of all guests assigned to quarters. Accepts requests for reservations. Orders & issues non-availability numbers when quarters are not available & assigns eligible TDY travelers to commercial contract quarters. Registers & assigns rooms to guests, issues room keys, & may escort guests to rooms. Calculates & posts charges to patrons' accounts & balances totals. Accepts payment, makes change, & presents checkout statements. Prepares & safeguards cash receipts, prepares daily cashier's report, daily activity report, & may prepare consolidated daily activity report. Maintains daily quarters occupancy & current checkout list; acts on special requests from guests for service; operates a telephone system for guest use; insures the availability of information on local area dining, lodging, & tourism is available for guests provides emergency notification for guests; ensures that found personal belongings or personal belongings deposited by the guest is safeguarded; insures a night audit is performed daily. Ensures cleanliness of lobby & reception area. Maintains the retail sales inventory comprised of sundry & beverage items available for patron purchase. Accountable for the quantity & quality of work performed by assigned lodging clerks to include: assigns, directs, & reviews the work of subordinates, & evaluates work performance approving/disapproving absences from work; planning, scheduling, & coordinating work operations, solving problems related to the work supervised; determining equipment & supplies needed; & explaining management policy & goals; & for dealing effectively with employee & representatives of personnel on employee suggestions, complaints, grievances & other matters. Performs non-supervisory duties as lodging clerk.

QUALIFICATION REQUIREMENT: Must have progressively responsible experience in a civilian or military lodging program which has provided a general knowledge of housing utilization, including a familiarity with eligibility, occupancy & termination activities. In addition, applicant must have specialized experience which was gained in the operation or management of at least one phase of a civilian or military lodging program which demonstrates the applicant's ability to perform satisfactorily at the grade level of the position. The experience must include the demonstrated ability to supervise, train & schedule subordinates in the accomplishment of lodging related work. Must meet the appropriate minimum age requirement for working/serving alcoholic beverages. Must satisfactorily complete a National Agency Check (NAC) and provide a current drivers record. Must be available to work uncommon work schedule, including weekends & holidays.

**NONAPPROPRIATED FUND VACANCY #Y7
CHILD AND YOUTH PROGRAM ASSISTANT, CY-1702-01/02/03, \$11.20 - \$13.97 PH (DOE)**

Position located with the 56 FSS Youth Center, Luke AFB, AZ, with **FLEX** employment category.

The grade of this position is the target grade of CY-03. This position may be filled at any level depending upon level of experience. If selected at CY-01 (Entry Level) or CY-02 (Intermediate Level), after successful completion of required training, incumbent will be noncompetitively promoted to the target grade.

DUTIES AND RESPONSIBILITIES: Helps arrange room and play materials to accommodate the daily schedule. Helps create adult-made games and play materials and assists with developing a list of needed supplies and equipment for submission to the supervisor. Receive children from parents. Note all special instructions, which parents may provide. Maintain an accurate count of children in their charge. Conducts the appropriate play and learning activities to foster individual and group activity development. Attends to the physical needs of the children. Rocks and holds babies, assists children during family style meals. Helps children collect their belongings when they depart. Ensures that each child leaves with his/her parent or someone authorized to take the child. May be required to drive a 15 passenger van.

QUALIFICATION REQUIREMENT:

CY-01: BASIC REQUIREMENT: Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must successfully complete a physical examination and obtain required immunizations. Must be able to obtain a Food Handler's Certificate and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training as condition of continuing employment. Must possess maturity and good judgment and like working with small children and their parents. Must provide a valid drivers license and driving record.

CY-02: Basic Requirement plus.....6 months experience working in a group program with youth/children. Successful completion of 3 AF School Age Program Modules (or equivalent) and AF Orientation Training Programs; **OR** 15 semester hours above high school in youth development, elementary/early childhood education, child psychology, family services, social work, home economics, etc: **OR** a secondary vocational program in child/youth care.

CY-03: Basic Requirement plus.....6 months experience working at the CC-02 level working in a group program with youth. Successful completion of the AF School Age Program Assistant Certification Modules (or equivalent); **OR** 30 semester hours above high school which includes at least 15 semester hours of youth development or a related field, i.e. youth recreation, elementary/early childhood education, child psychology, family services social work, home economics, etc.

PERFORMANCE STANDARDS: Will successfully demonstrate basic knowledge regarding: (1) Emergency procedures, i.e., fire evacuation, caring for an injured child, etc.; (2) Protection of children's health and safety, i.e., sanitation procedures, recognition of indoor/outdoor hazards, implementation of child accountability, etc.; (3) Child abuse, i.e., recognition, reporting, prevention; positive guidance and redirection techniques, etc.; (4) Developmentally appropriate practice, i.e., activities, adult to child interactions, enhancing a learning environment. (5) **CONDITION OF EMPLOYMENT:** Satisfactory completion of all required training modules within 18 months.