


**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**

**Overseas Program Center Europe, Africa, Central,**

**Human Resources Office (HRO), Sigonella, Italy**

**VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

	Announcement #	LN25-215518		
	Position	COOK LEADER, UC-7404-06		
	Salary Range	€2,333.48 – €2,542.82 per month plus applicable allowances		
	Opening Date	05-MAY-2025	Closing Date	09-MAY-2025
	Location	GALLEY OPERATIONS, MEAL SERVICE, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</li> <li>2. Applications must be completed and submitted in English.</li> <li>3. This is a Permanent Full-Time position.</li> <li>4. The ability to communicate in English is desirable.</li> <li>5. Selectee will be required to work shifts including nights, weekends and holidays. Work schedule is subject to change.</li> <li>6. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>7. Work requires light to moderate physical effort and is subject to continuous standing and walking, stooping, reaching, bending, pushing and pulling.</li> <li>8. The incumbent is required to lift and carry lightweight items up to 20 kilograms, and heavier items with assistance.</li> <li>9. Incumbent will be required to pass and maintain food-handling training/certification as a condition of employment.</li> </ol>			
Who May Apply	Permanent Appropriated Fund local national employees of Galley Operations (UIC: 62995) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Incumbent performs leader duties, oversees food preparation, cooks, serves and apportions food and carries out daily routine of work in the galley. Leads a group of cooks and baker in accomplishing food preparation, cooking meals, serving and apportioning of food and ensures that the work assignments of the group led are carried out. Passes on instructions, sets the pace and demonstrates proper work methods; advises employees to meet deadlines and ensures that needed work and supplies are available to keep the work crew busy and that safety and housekeeping rules are followed. Performs a full range of cooking and other food preparation for entire meals. Cooks a wide variety of regular and special diet food including meats, fish, poultry, soups, vegetables, sauces, gravies, dressings, desserts, etc., by frying, roasting, baking, grilling, broiling, braising, steaming and boiling. Weighs, measures and dispenses food in accordance with portion controls and examines all food for quality and freshness. Responsible for completing the Food Preparation Worksheet (NAVSUP Form 1090) on a daily basis and makes sure that all recipe conversions are completed prior to ordering on the Daily Food Breakout (NAVSUP Form 1282) in accordance with recipe cards. Performs basic arithmetic computations in multiplying ingredients for recipes and for calculating servings. Samples all food during production and throughout the meal. Cleans and maintains equipment and work areas and after meals, cleans kitchen equipment.</p>			
Qualification Requirements	<p><a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-7400">http://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-7400</a></p> <p><b>(OPM Qualification Standards)</b></p> <p>The following Screen-out element will be used to determine minimum qualification eligibility. If your employment application form does not demonstrate possession of the screen out element/s gained through experience/military service, you will be found ineligible/not qualified for the position:</p> <p>Ability to do the work of <b>Cook Leader</b> without more than normal supervision, such as overseeing food preparation, cooking meals, serving and apportioning food and ensuring that work assignments are carried out by the group led.</p> <p>In addition to the screen-out element above, applicants will be evaluated on the following job elements through the employment application form:</p> <ol style="list-style-type: none"> <li>1. Ability to lead;</li> <li>2. Technical Practices (food handling techniques, apportioning of food, knowledge of the characteristics of various foods, ability to perform basic arithmetic computations);</li> <li>3. Work Practices (knowledge of sanitation and personal hygiene standards, keep equipment and work area clean);</li> <li>4. Ability to Interpret Instructions (follow recipes, change in work projects);</li> <li>5. Knowledge of materials and kitchen equipment;</li> <li>6. Dexterity and Safety.</li> </ol>			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website:  <a href="https://cnreurafcntl.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcntl.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a></p>			

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**  
**Human Resources Office (HRO), Sigonella, Italy**

**Instructions for Completing The Employment Application (Local National – LN)**

**EMPLOYMENT APPLICATION**

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.**

**WHO MAY APPLY**

Citizens of a European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

**Work Experience:** Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

**Education:** If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A, must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials.

Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:  
[si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil).

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INTERVIEWS AND SELECTIONS**

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

**STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition at management's request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.