

**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 #	LN24-030512		
Position	FOOD SERVICE WORKER, UC-7408-08		
Salary Range	€2,105.33 – €2,279.28 per month plus applicable allowances		
Opening Date	11-SEP-2024	Closing Date	13-SEP-2024
Location	GALLEY OPERATIONS, SANITATION – GALLEY OPS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

<b>Notes</b>	<ol style="list-style-type: none"> <li>1. <b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li>2. <b>Applications must be completed and submitted in English.</b></li> <li>3. This a Permanent Full-Time position.</li> <li>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</li> <li>5. The ability to communicate in English is desirable.</li> <li>6. Position is subject to rotating shifts and includes working on weekends and on holidays.</li> <li>7. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>8. Selectee will be required to favorably pass an <b>alcohol test</b>, a <b>physical examination</b> and <b>security background check</b> as a condition of employment.</li> <li>9. Position is subject to random alcohol testing in accordance with Italian Law 81/2008.</li> <li>10. Work requires continuous standing and walking, stooping, reaching, pushing, pulling and bending.</li> <li>11. Incumbents may be required to carry lightweight items, approximately 20 kilograms or less.</li> <li>12. Selectees will be required to pass and maintain food handling training/certification.</li> <li>13. Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles.</li> </ol>
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<b>Who May Apply</b>	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.
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<b>Description of Duties</b>	Sets up steam tables, dining room tables, side service stands and food service lines with prepared hot and cold food items. Sets up dining area for regular and distinguished visitor services. Brews coffee, fills beverage dispensers, serves food, cuts and portions food items into standard serving sizes using proper utensils and containers. Makes cold sandwiches and packs box lunches; cuts, assembles and tosses fresh fruit or green salads using prepared dressings. Cleans assigned areas when meal is finished and returns food to the main kitchen; also returns soiled trays and dishes to the dish room after meals. Cleans food service worker related kitchen equipment. Washes pots and pans, tables and counters, vacuums and shampoos carpets, sweeps and mops floors, cleans walls and maintains cleanliness in common areas. Moves garbage cans, collecting and transferring trash from the work areas to the designated disposal bins. Unloads merchandise from trucks and stores in appropriate space/refrigerators. Occasionally drives government vehicles to storage warehouses on base to load and unload consumables.
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<b>Qualification Requirements</b>	<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>
<b>(OPM Qualification Standards)</b>	<p>At the time of application, applicants must possess a <b>valid class “B” driver’s license</b> to drive vehicles in Italy.</p> <p><b>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 gained through experience/military service, you will be found ineligible/not qualified for the position:</b></p> <ol style="list-style-type: none"> <li>1. Ability to do the work of a <b>Food Service Worker</b> without more than normal supervision, such as setting up dining areas, serving food and apportioning it into standard serving sizes, preparing sandwiches, fresh fruit and salads and maintaining cleanliness.</li> </ol> <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. Work practices (e.g. personal hygiene standards, keeping things neat, sanitized and in order);</li> <li>2. Technical practices (e.g. food handling techniques, sanitation standards);</li> <li>3. Ability to use and maintain kitchen tools and equipment;</li> <li>4. Dexterity and safety.</li> </ol>

<b>Announcement Status</b>	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>
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**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.