

**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**

AMENDMENT

24-FEB-2026



Announcement #	LN26-527707		
Position	FOOD SERVICE WORKER LEADER, UC-7408-07		
Salary Range	€2,257.72 – €2,447.49 per month plus applicable allowances		
Opening Date	23-FEB-2026	Closing Date	27-FEB-2026
Location	GALLEY OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

Notes

Amends note #3 to read as follows:

“The ability to communicate in English is desirable”

Announcement Status

For inquiries concerning job application status, consult the CNIC website:
<https://cnreurafcnt.cnrc.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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	Location	GALLEY OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
	Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applications must be completed and submitted in English. Applicants must be able to read, write and speak fluently in both English and Italian. This is a Permanent Full-Time position. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. The incumbent is required to lift and carry lightweight items up to 20 kilograms, and heavier items with assistance. Selectee will be required to work rotating shifts including nights, weekends and holidays. Variations may occur in accordance with Italian Law. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Must be able to pass and maintain food handling training/certification. Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles. 		
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>Serves as a leader over a group of Food Service Workers accomplishing tasks related to food service operations. Passes down all instructions on tasking and assignment to team members. Ensures any problems or complaints are dealt with in a prompt manner and refers unresolved issues to foreman for corrective actions. Ensures that job is performed in accordance with established food service sanitation standards. Demonstrates proper work methods. Assures adherence to personal safety and hygiene standards. Sets up steam tables, side service stands and food service lines with hot cold food items, including meats, vegetables, salads, dressings, desserts, bread, butter and beverages. Brews coffee according to the number of servings required. Fills beverage dispensers. Makes cold sandwiches, assembles and tosses fresh fruit or green salads. Breaks down and cleans assigned areas when meal is finished and returns food to the main kitchen. Sets up dining area for service by filling napkin holders, salt and pepper shakers, replacing soiled tablecloths and replenishes condiments as necessary. Returns soiled trays and dishes to the dish room after meals. Cleans all equipment assigned to the food preparation area and kitchen equipment such as work tables, sinks, refrigerators. Washes tables and counters; vacuums and shampoos carpets, sweeps, scrubs and mops floors, cleans walls, ceiling and exhaust canopies; maintains cleanliness in common areas, i.e., restrooms or outside of the building; and moves garbage cans collecting and transferring trash from the work areas to the disposal areas. Unloads merchandise from trucks and stores in appropriate space/refrigerators.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-7400</p> <p>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</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 gained through experience/military service, you will be found ineligible/not qualified for the position:</p> <ol style="list-style-type: none"> Ability to do the work of Food Service Worker Leader without more than normal supervision (lead workers in performing food handling and manual tasks). <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"> Work Practices (including keeping things neat, clean, and in order). Technical Practices (e.g., food handling techniques/practices and maintaining cleanliness). Ability to Interpret Instructions. Ability to Use and Maintain Tools and Equipment (e.g., galley/kitchen equipment, utensils, etc). Dexterity and Safety. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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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 1st 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:
sigonella-hro-wantajob@us.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.