

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

(Updated with required documents in page No.3)

ANNOUNCEMENT #: NSA-26-003R

POSITION: Food Service Worker (Food & Cash)

PP-SERIES-GRADE: BG-7408-04

MONTHLY SALARY RANGE: BD386.667–BD491.894

LOCATION: MWR, NSA Bahrain

OPENING DATE: 19-JAN-2026

CLOSING DATE: 22-JAN-2026

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 40 HRS

VACANCIES: 03

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; BAHRAINI CITIZENS; ARAB NATIONALS; THIRD COUNTRY NATIONALS; CURRENT BG EMPLOYEES.

IMPORTANT INFORMATION:

Please note the change in our email address. New email address to submit your application is:

applicationbahrain@us.navy.mil

For inquiries: HROBahrain@us.navy.mil

Please note that the previous job announcement # NSA-25-003/NSA-26-003 for this position has been cancelled. All interested candidates are required to submit a new application under this revised announcement # **NSA-26-003R**. Applications submitted under the previous announcement # NSA-25-003/NSA-26-003 will not be considered.

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Job Portal <https://cnreurfacent.cnic.navy.mil/Installations/NSA-Bahrain/Operations-and-Management/Human-Resources/Job-Openings/>
2. Please read the "HOW TO APPLY" section in this announcement carefully for instructions and apply Online at: applicationbahrain@us.navy.mil
3. All Resumes/CVs not received by the **closing date** will **NOT** receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

ABOUT THE JOB

- This position is located in the Food and Beverage Division of Morale, Welfare and Recreation Department, NSA Bahrain. The incumbent in this position performs various duties in the serving area such as sets up food service counters, steam tables, dining room tables, and side service stands with hot and old food, including meats, vegetables, salads, desserts, bread, butter, and beverages, serves food cafeteria style to diners. Makes coffee in large urns according to the number of servings desired, with responsibility for timing and brewing. Serves food in standard portions by placing uniform amounts in small dishes or glasses in prescribe quantities. The incumbent will wash dishes, pots, pans, silverware and cooking utensils while maintaining water and detergent levels in dishwasher, removes strainer parts and inspections doors, etc., removes calcium deposits as required and restores room to orderliness. Maintain water and detergent levels in dishwasher, removes strainer pants inspections doors, etc., removes calcium deposits as required and restores room to orderliness. May unload food from delivery trucks and move heavy garbage cans. Provides assistance to cooks in the food preparation area by weighing, measuring, and assembling ingredients according to standardized recipes. In some work situations, they prepare uncooked food items such as sandwich spreads and salad dressings. Employee is also responsible for completing sales transactions, operating a cash register, accounting for sales receipts, and providing customer service. Performs all types of cash register transactions (cash, charge, check, etc.) in a procedurally correct manner. Accepts money and makes change. Maintains change fund and accounts for sales. Completes Daily Activity Records (DAR). Communicates effectively and knowledgeably with

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customers in regards to products being sold. Performs other duties as required and assigned. Employee on this position requires lifting or moving weight up to 40 pounds including constantly standing and walking. May be required to perform heavy work, such as sourcing and scrubbing large size cooking utensils and pushing heavy carts and trucks in unloading, sorting and delivering supplies. Work areas are often uncomfortable warm and noisy. Workers are exposed to minor cuts, bruises, burns and scalds. There is danger of slipping on wet floors. Workers are exposed to extreme temperature of hot kitchens and walk-in refrigerators.

QUALIFICATIONS/EVALUATION REQUIREMENTS

Your resume must show evidence of training or experience of your ability to do the work of this position. This evidence should demonstrate you possess the knowledge, skills, and ability to perform the duties of this position must be supported by detailed descriptions of such on your resume or OF-612. Applicants will be rated in accordance with the OPM Qualification Standard Handbook Federal Wage System Qualifications.

Your resume must have demonstrated that you have performed at least 1 year of following **three (3)** out of **four (4)** experience statements:

1. Operating a cash register or point of sale (POS) system in support of a food and beverage facility transactions;
2. Preparing food or drinks in a restaurant or dining facility for public consumption;
3. Cleaning a food service facility to maintain health and safety regulations;
4. Providing customer service by communicating in English verbally and in writing.

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at

<http://www.opm.gov/qualifications>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-7400>

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BASIC REQUIREMENTS:

- You must meet ALL qualification requirements by the closing date of this announcement.
- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
- Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**
- Candidates **MUST** ensure:
 - Work experience clearly shows knowledge of the subject matter pertinent to the position.
 - Number of hours (40/48hrs) performed per week.
 - Technical skills to successfully perform the duties of the position.
 - Ability to communicate both orally and in writing.

CONDITIONS OF EMPLOYMENT

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- Applicant must be able to speak, read, write and understand English fluently.
- Applicant must be 18 years of age at the time of application.
- Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
- Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
- A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- This position considered as Mission Essential. Employee must be available to work on a rotating work schedule includes nights, weekends, holidays, mandatory overtime and recall.
- The applicant must be able to successfully complete a medical and physical readiness examination.
- This position requires employee to wear appropriate protective safety clothing, equipment/uniform.
- Incumbent on this position must be able to lift item up to 40lbs.

REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference (FMP)	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employees	Bahraini National	Other Nationals	NSA Bahrain Sponsored Spouse & Family Members of Current BG employees
1	Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application ONLY	✓	✓	✓	✓	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be considered.	✓	✓	✓	✓	✓	✓
3	Copy of Passport - Must be valid for at least 6 Months	✓	✓		✓	✓	✓
4	Copy of CPR (Front & Back) - Must be valid for at least 3 months.				✓	✓	✓
5	Copy of Work Permitt - Must be valid for at least 3 months.					✓	
6	Copy of SF-50			✓			
7	Family Affiliation (Sample format available in Job Portal)	✓	✓	✓	✓	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓	✓	✓	✓	✓
9	Copy of PCS orders with dependents listed AND Dependent entry approval	✓					
10	Copy of Visa (Multiple entry/Re-entry), AND Dependent entry approval.		✓				
11	Copy of Residence Permit (Endorcement Residence).						✓
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.					✓	

Please Note: NSA Bahrain sponsored spouse & family members of BG employees are now eligible to be considered for employment on NSA Bahrain.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

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Military spouse preference and Family member preference applicants, will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.

ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.
- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.
 - Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.
- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

HOW TO APPLY

****ANY**** applicant within the “WHO MAY APPLY” section of this announcement may now submit application online at: applicationbahrain@us.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-25-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

Send	To...	Application Bahrain;
	Cc...	
	Subject	NSA-20-XXX
Attached		

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. **You will only be notified if you are selected for the position.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@us.navy.mil.

We will not be accepting resumes that are sent to this e-mail.

**** Please note that HROBahrain@us.navy.mil is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. ****