

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

ANNOUNCEMENT #: NSA-23-051
POSITION: Food & Beverage Operations Manager
PP-SERIES-GRADE: BG-1101-11
MONTHLY SALARY RANGE: BD 992.222– BD 1,476.233
LOCATION: MWR, NSA BAHRAIN

OPENING DATE: 19-SEP-2023
CLOSING DATE: 25-SEP-2023
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40 HRS
VACANCIES: 01

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

IMPORTANT INFORMATION:

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 Portal <https://cnreurfcent.cnrc.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@me.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 as the Supervisory Food & Beverage Operations Manager for the Food and Beverage Division, Morale, Welfare and Recreation (MWR) Department, NSA Bahrain. The Food and Beverage Division includes multiple operations at several locations, program includes catering, cafeteria, fast casual and fast food concepts, food trucks and kiosks. The incumbent is responsible for day to day operations of complex and diverse Food & Beverage program. He/she has direct supervision of key management positions within the Food & Beverage Department and serves as (Acting) Food & Beverage Director in his/her absence. The incumbent is responsible for procuring all items needed by the program and will prepare specifications, locate sources and pricing from local and non-local vendor. The incumbent performs routine product quality assurance testing on all food and beverage products produced at all outlets. The incumbent will assist the duty managers with product research and development. The incumbent is responsible for new concept development. Develops complete concept packages including menus, interior design and furniture and fixture requirements. Makes recommendations to the Food and Beverage Director based on market research, customer surveys, and sales analysis. Work with outlet managers to develop advertising and promotions for all concepts. The incumbent assists in conducting management reviews of programs and activities, identifies problems or deficiencies and recommends appropriate corrective measures. Maintain all financial records, cost cards, recipes cards, etc. for the FoodTrak (automated inventory control system). Assist in formulating local instructions, SOP's and directives within the framework of local and DOD policies. Annually assist in developing an income, expense and capital expenditure budget. Responsible for planning, coordinating and directing a variety of work operations or functions, which are of such scope, volume and complexity that they are carried out by subordinate supervisors in two or more separate organizational segments or are controlled through one or more levels of supervision. Establish deadlines, priorities, work sequences, and plans work assignment based on general work schedule, methods and policies set by supervisors. Plans for medium to large ship visits, special functions, fluctuations in meal attendance, entertainment/sports team requirements, etc. in advance of peak periods, for accomplishment of work within schedules and priorities. Investigate work related problems, to identify causes, implement corrective actions that can be taken. Determine equipment, supplies, and maintenance required. Develop performance standards, provide feedback to employees on performance, and make formal and informal performance appraisals.

QUALIFICATIONS/EVALUATION REQUIREMENTS**BASIC REQUIREMENTS:**

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/open-mess-manager-series-1101/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-ADMIN>

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

BG-11: SPECIALIZED EXPERIENCE: One (1) year equivalent to at least BG-09 **And/ OR Education:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. if related.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the Occupation in the organization, including the below:

1. Minimum of five years equivalent work experience at a high volume food service production, restaurant, hotel or catering environment.
2. Minimum of three years managing multiple food service concepts to include at least two of the following fast food, fast casual, casual theme dining, fine dining, cafeteria, or catering.
3. Developing new concept packages and menus.
4. Establish employee training programs.
5. Financial planning and management, financial reports, food and beverage controls and accountability and how inventory controls are developed, implemented and analyzed for effectiveness.
6. Maintain financial records, cost cards and recipes cards
7. Experience in leading an organization with large team and personnel actions.
8. Maintenance and usage of POS and Inventory Tracking system used in Food and Beverage operations.

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>

- 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.**

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CONDITIONS OF EMPLOYMENT

- 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.
- The work is mix of sedentary and physical requiring walking, standing, bending and lifting of items up to 50lbs.
- The work is normally performed in acclimate controlled adequately lighted heated and ventilated atmosphere however there are occasional demands for work in extremely high temperatures that can exceed 30 degree centigrade. There may be occasions when exposure to dusty windy or dirty conditions is required.
- If selected, you will be required to provide COVID-19 vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine.

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

No.	Documents	Non US DEP of US CIV Emp/Mil Spouse	Current BG Employees	Bahraini National	Other Nationals
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 CPR (Front & Back) - Must be valid for at least 3 Months	✓		✓	✓
4	Copy of Passport - Must be valid for at least 6 Months	✓		✓	✓
5	Copy of Work Residence Permit - Must be valid for at least 3 Months	✓			✓
6	Copy of SF-50		✓		
7	Family Affiliation	✓	✓	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in Job Portal)	✓	✓	✓	✓
9	Copy of Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses	✓			
10	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓			✓

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.

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- 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@me.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

The screenshot shows an email composition interface. The 'To...' field is empty, and the 'Cc...' field is also empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five PDF files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'. A 'Send' button is visible on the left side of the interface.

- 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.

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@me.navy.mil.

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

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