



Navy Region Europe, Africa, Central  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## **VACANCY ANNOUNCEMENT**

### **NON-APPROPRIATED FUND (NAF) POSITION**

<b>ANNOUNCEMENT NO.</b>	25-150 ***MULTIPLE POSITIONS***
<b>POSITION TITLE</b>	<b>COUNTER ATTENDANT</b> Uc-7408-07
<b>SALARY</b>	Uc-07 Euro 2,220.27- Euro 2,377.50 per month plus applicable allowances
<b>EMPLOYMENT CATEGORY</b>	<b>Part-Time Permanent</b> <b>(Required to work evenings, weekends, holidays and rotating shifts)</b>
<b>LOCATION</b>	MWR, Business Activities Division – Bowling Center, Support Site, Naples, Italy.
<b>AREA OF CONSIDERATION</b>	Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.
<b>OPENING DATE</b>	<b>16 May 2025</b>
<b>CLOSING DATE</b>	<b>30 May 2025</b>

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**INTRODUCTION:** The purpose of the position is to perform a variety of tasks including taking orders for food and drinks, preparing and serving food and drinks, operating a Point or Sale cash register, providing customer service in food service areas, as well as providing home delivery of food orders within the support site housing area.

#### **DUTIES AND RESPONSIBILITIES:**

Assists in the proper operation of the dining facility. Takes customers' orders for fast foods, snacks and beverages using a point-of-sale system. Arranges prepared foods on trays/in containers for serving. Fills cups from drink dispensers or provides bottled/canned drinks. They have the skill required to completely set up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement. Takes payments, makes change and provides receipts. When required, assists with simple food preparation. At the end of each shift the employee completes a cashier's report for cash handling accountability.

Maintains counter spaces and work area in clean condition and orderly fashion.

Stocks condiment dispensers, napkin holders, etc.

May clear and clean dining tables, and dispose of food waste and trash left on counters/tables.

Makes home and office deliveries within the assigned site base of food/pizza/drinks. Insures deliveries arrive in timely manner and in fresh condition.

#### **QUALIFICATION REQUIREMENTS:**

Applicants must show through their experience and/or training that they can satisfactorily perform the above stated duties under normal supervision

**KNOWLEDGE REQUIRED BY POSITION:**

Must obtain and continuously maintain CNIC approved food handler certification and alcohol server certification.

Ability to follow oral and written instructions.

Ability to operate a cash register.

Skill in handling customers and duties simultaneously.

The incumbent must be able to pass a fit for duty medical examination prior to employment.

Selectee will be required to favorably pass a security background check as a condition of employment.

**HOW TO APPLY:**

Application **MAY ONLY BE SUBMITTED VIA E-MAIL**. NAF HRO will **NOT** accept 'hard copy' applications. Submit your application to: [usn.naples.cnr-eurafcenpl-it.mbx.n9-naf-human-resources@us.navy.mil](mailto:usn.naples.cnr-eurafcenpl-it.mbx.n9-naf-human-resources@us.navy.mil)

Please read the Instructions by clicking on the following link, before submitting your application  
[https://cnreurafcen.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local\\_National\\_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlqhQPRQ7iq2z00U6Q%3d%3d](https://cnreurafcen.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local_National_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlqhQPRQ7iq2z00U6Q%3d%3d)

The new application form may be downloaded from:

<https://cnreurafcen.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The application form and instructions on how to apply have been revised as of 1 July 2024.

Applications that do not conform to the revised instructions will not be considered.

Any prior editions will be obsolete and will no longer be considered.

The subject line of your email **MUST** contain the vacancy announcement number and title (e.g. 24-009, Program Analyst);

Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are NOT necessary and must not be sent);

The email and the attached application cannot exceed a maximum of 10MB;

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.