



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>	24-093
<b>POSITION TITLE</b>	<b>LEAD FOOD SERVICE WORKER</b> Uc-7408-06
<b>SALARY</b>	Uc-06 Euro 2,228.97- Euro 2,399.97 per month plus applicable allowances
<b>EMPLOYMENT CATEGORY</b>	<b>Full-Time Permanent</b>
<b>LOCATION</b>	MWR, Business Activities Division – Bowling Center, Support Site, Naples, Italy.
<b>AREA OF CONSIDERATION</b>	Permanent MWR Appropriated (APF) and Non-Appropriated funds (NAF) Local National Employees.
<b>OPENING DATE</b>	<b>21 June 2024</b>
<b>CLOSING DATE</b>	<b>05 July 2024</b>

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**INTRODUCTION:** The purpose of the position is to provide oversight and lead of 12 food and beverage staff working in food handling and cooking positions to include cooking of short order items, event catering, pizza, beverage, cash handling. Responsible for scheduling, training, and supervising the food and beverage staff of the bowling center.

### **DUTIES AND RESPONSIBILITIES:**

Performs a variety of oversight tasks such as lead, training, directing, scheduling of cooks/coffee servers/cashiers. Completes work assignments without direct supervision. Assesses problems and uniformity of food preparation and provides direction to resolve problem. Plans scheduled maintenance to ensure safety of equipment and uninterrupted operational function of business. Completes inspections on timely basis. Prepares food, cooks food, operates point of sale, prepares schedules of culinary staff, first line approval of leave requests and purchase orders conducts and completes monthly inventory for food and beverage operation. Provides oversight, supervision, and training on preparation and presentation of food to subordinate kitchen personnel. Operates point of sales as necessary collecting money, maintain cash fund accountability in center and at out of center events. May be requested to perform duties of Manager on Duty as collateral duty.

### **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 be CNIC certified food manager, CNIC certified food handler, CNIC certified cash handler, certified alcohol server or achieve certification within 90days of employment.

Must be skilled in food handling, cooking, presentation.

Must be skilled at banquet planning and execution.

Must be knowledgeable of Health and Safety requirements in food service operations.

Must be able to follow recipes and combine/measure/ weight ingredients.

Must be knowledgeable on commercial food handling, food presentation, and accepted hygiene practices.

Ability to follow oral and written instructions.

#### **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-aurafcentnpl-it.mbx.n9-naf-human-resources@us.navy.mil](mailto:usn.naples.cnr-aurafcentnpl-it.mbx.n9-naf-human-resources@us.navy.mil)

Please read the Instructions by clicking on the following link, before submitting your application  
[https://cnreaurafcent.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/NAF\\_Positions/Forms/LN%20JOB%20INFO.pdf?ver=FpOJv\\_bJA9LVGLBHbRU5Ew%3d%3d](https://cnreaurafcent.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/NAF_Positions/Forms/LN%20JOB%20INFO.pdf?ver=FpOJv_bJA9LVGLBHbRU5Ew%3d%3d)

The new application form may be downloaded from:  
<https://cnreaurafcent.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The application form and instructions on how to apply have been revised as of 1 November 2022. 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.