


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

	Announcement #	LN24-030492		
	Position	COOK, UC-7404-07		
	Salary Range	€2,220.27 – €2,410.04 per month plus applicable allowances		
	Opening Date	11-SEP-2024	Closing Date	13-SEP-2024
	Location	GALLEY OPERATIONS, MEAL SERVICE, GALLEY OPS - U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> 1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. 2. Applications must be completed and submitted in English. 3. This is a Permanent Full-Time position. 4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 5. Selectee will be required to work rotating shifts, including working on weekends and holidays. 6. The ability to communicate in English is desirable. 7. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 8. Work requires continuous standing and walking, stooping, reaching, pushing, pulling and bending. 9. Incumbent may be required to carry lightweight items, approximately 20 kilograms or less. 10. Selectee will be required to pass and maintain food handling training/certification. 			
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	Performs a full range of cooking, serving and other food preparation for entire meals. Cooks a wide variety of regular and special diet food including meats, fish, vegetables, sauces, dressings, desserts etc. by frying, roasting, baking, grilling, broiling, steaming, boiling, to include specialty products that are made from scratch line. Weighs, measures and dispenses food in accordance with portion controls; mixes ingredients according to written recipes. Examines all food for quality, temperature and freshness, ensuring that it conforms to established food standards. Prepares, arranges, decorates and presents food in a visually appealing manner. Monitors and records food temperature on the serving line. After meals, cleans kitchen equipment and maintains clean work areas. Ensures that food is wholesome and prepared in accordance with Armed Forces Recipe Services (AFRS) recipe cards. Performs several manual tasks such as dish and pot washing, receiving and storing food items in appropriate space or refrigerators, unloading merchandise from trucks. Performs other duties of a general nature.			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-7400</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/s gained through experience/military service, you will be found ineligible/not qualified for the position:</p> <ol style="list-style-type: none"> 1. Ability to do the work of Cook without more than normal supervision, such as planning, preparing and coordinating the preparation of entire meals utilizing a wide variety of recipes and ingredients to cook regular and special food. <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"> 1. Work Practices (e.g. ability to keep things neat, clean and in order, sanitation, personal hygiene practices, etc.); 2. Technical Practices (e.g. food preparation and food handling techniques/procedures, measuring ingredients, calculating servings, decorating methods, etc.); 3. Ability to interpret instructions and other written documents (e.g. ability to read, adapt and follow recipes, menu, etc.); 4. Ability to maintain tools and equipment; 5. Knowledge of materials (e.g. characteristics of various foods, cooking equipment, etc.); 6. Dexterity and safety. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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:
si-hro-wantajob@eu.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.