



<b>JOB TITLE</b>	Assistant Club Manager
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Port of Call Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR19-0566
<b>SALARY RANGE</b>	\$18.00 - \$19.63 Hourly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Thursday, September 12, 2019
<b>FIRST CUT-OFF DATE</b>	Thursday, September 26, 2018
<b>CLOSING DATE</b>	Open Until Filled
<b>SERIES &amp; GRADE</b>	NF-1101-03
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Okinawa, Japan / White Beach
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

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#### **JOB SUMMARY**

This position is assigned to the Club Division of Morale, Welfare, and Recreation (MWR) Department, U.S. Commander Fleet Activities, Okinawa, Japan. The incumbent assists the Club Manager in the overall management of the Club with direct responsibility for operation of the kitchen, dining operations, special functions/events, banquets, beverage service, entertainment activities, personnel, and administrative tasks as assigned.

#### **DUTIES AND RESPONSIBILITIES**

Serves in the capacity of the Club Manager in his/her absence. Plans, schedules, coordinate and directs the work of subordinate club personnel. Directs work to be accomplished by staff. Carries out taskings set by the Club Manager based on priorities, difficulty, and requirements of assignments, and staff capabilities. Assists the Club Manager in conducting annual performance reviews of NAF staff. Participates in staff selections/staffing decisions as required by the Club Manager. Helps ensure/carries out, schedules staff training/attendance to fulfill position requirements. Addresses potential disciplinary action, performance issues in a timely manner with the Club Manager, and takes appropriate corrective action as directed. Supports CNIC's Equal Employment Opportunity (EEO) policy; fosters a work environment free of discrimination, harassment, and/or reprisal; and ensures equitable treatment of all staff. Partners with the Club Manager to plan, direct, and manage a well-rounded Club program, which includes dining, social, and recreational events. Carries out Club policy as directed by the Club Manager; determines methods/practices required to complete and maintain social and recreational programs/activities. Ensures Skoshi Mart convenience store merchandise is displayed IAW established MWR Okinawa guidelines and ensures MICROS Point of Sale (POS) system has items uploaded to include universal product code (UPC) codes. Uses initiative, judgement, and originality in food and beverage planning, merchandising, and controls. Oversees the food operations and maintains a supervisory role in the kitchen and service areas in order to provide guidance and advice to the club employees. Assists the Club Manager in developing new menu items for all facility outlets and trains the culinary and frontline staff in their preparation and presentation. Checks time records for accuracy and ensures there is no unauthorized overtime. Assists the Club Manager in promoting effectiveness and efficiency within the club using strong organizational and budgetary guidelines. Follows established training programs to ensure employees are knowledgeable of their duties, that the duties are carried out, and they are aware of management's expectations. Coordinates with other activities, MWR managers, vendors and base personnel/customers to facilitate special events, dining contracts, special menus, and other activities. Attempts to resolve customer or employee disputes before they are brought to the attention of the Club Manager. Prepares orders for food, beverages, and supplies for stateside and local purchases using Foodtrak and existing purchase request forms, with appropriate coordination. Assists with monthly food and beverage inventories, along with required Cost of Sales worksheets and their timely submission. Procures office supplies, retail merchandise under the direction of the Club Manager. Reviews, assists with analyzing and evaluating various management system reports and financial statements (e.g. SAP, Foodtrak, POS data). Helps determine red flag areas and develops corrective action to implement

solutions. Ensures effective controls are in place and implemented to maintain accountability for all funds. Verifies deposits, end of shift reports, receipts and other media are accounted for and properly prepared, submitted, and filed. Functions as a key member of the MWR management team, ensuring Club support of various MWR special events and programs, as well as staff, supply, and logistical support for areas of food, beverage and entertainment for all MWR divisions as special circumstances warrant. Perform other related duties as assigned. Drives a government vehicle to offsite catering or off base MWR events when required.

#### **QUALIFICATIONS REQUIRED**

Knowledge of culinary, catering and special event practices including food preparation, proper service techniques, table arrangements, decorating, customer flows, beverage service, contract preparations through a Catering Management System such as "Caterease", portion controls, and scheduling with a Time Management System.

Ability to coordinate the scheduling or implementation of work with other organizational activities.

Skill in the use of Microsoft Office (Word, Excel, Powerpoint).

Ability to use an inventory control system such as Foodtrak and with a Point of Sale system such as MICROS, ALOHA.

Knowledge of Blanket Purchase Agreements and their procedures.

Knowledge of Department of Defense (DoD) and Navy Club policies, regulations, administrative practices and procedures related to management, planning, budgeting, scheduling, and coordinating Club social and recreational programs.

Knowledge and skill of the efficient operation and use of assigned facilities and equipment.

Knowledge of Club management principles, concepts, and methodologies for a medium size club facility. Typical services might include pizza/deli operations, full service dining, beverage service, bingo events, slot machines, live entertainment, specialty dining and catered events.

Knowledge of DoD component Club management procedures and general business practices related to the operational management of social and recreational programs and the effective utilization of club facilities and equipment.

Knowledge of US industry Food Code and Navy food sanitation standards.

Knowledge of local US Military Public Health rules, regulations, and procedures.

Ability to develop and effectively deliver presentations and/or training.

Knowledge of CNIC's EEO policy and procedures.

Ability to perform the full range of supervisory duties.

Ability to communicate effectively both orally and in writing. Ability to speak English fluently.

One year specialized experience: I.E. Catering Mgr, Asst Catering Mgr, Asst Club Mgr, F&B Mgr, Asst F&B Mgr, etc.)

#### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work varied work schedules to include US and Japanese holidays, weekends, and evenings.

Must have or be able to acquire within 30 days a valid Sofa driver's license and government vehicle license.

Must have or be able to obtain and maintain a valid Health card.

Must have completed the ServSafe certification for foodservice workers.

#### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified

candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navy.mwr.org/resources>

### **HOW TO APPLY**

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Bldg. 3597.

Or send your resume via email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Please visit our webpage at <http://www.navy.mwrokinawa.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.