



JOB TITLE	Bartender
AGENCY	Commander, Navy Installations Command
BRANCH	Food and Beverage Division / Club Alliance
JOB ANNOUNCEMENT NUMBER	FFR15-1263 / FFR16-250
SALARY RANGE	\$11.32 Hourly Plus non-taxable post allowance
OPENING DATE	Wednesday, December 23, 2015
CLOSING DATE	Friday, December 30, 2016
SERIES & GRADE	NA-7405-05
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Local Commuting Area to include Seeking SOFA Sponsorship

**Amended Closing Date on 11/23/16.*

JOB SUMMARY

The position is located within the Club Division, Morale, Welfare, and Recreation (MWR) Department, Fleet Activities, Yokosuka, Japan. The purpose of this position is to mix and serve a variety of alcoholic and or non-alcoholic beverages, maintains a clean working area, takes inventory of stock and keeps records in connection with tending bar.

DUTIES AND RESPONSIBILITIES

Prepares garnishes, mixes and serves various alcoholic and or non-alcoholic drinks on orders from waiters and or waitresses and patrons. Accepts money, operates cash register, and makes change. Assists in taking inventory of stock and maintains records of bar sales. Keeps bar area clean and insures all sanitation requirements are met. Perform other duties as assigned.

QUALIFICATIONS

- A) Ability to use a variety of bar utensils, measuring and mixing devices.
- B) Must be able to follow basic standardized recipes.
- C) Must possess excellent customer service skills.
- D) Must be able to exercise sound judgment in serving alcohol to customers and be able to pass C.A.R.E Training.

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 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 accommodations should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, a 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.navymwr.org/resources/hr>.

HOW TO APPLY

All interested applicants should submit all required documentation to: CNRJ NAF Human Resources Office, Building 1559, and Room 225.

Or send via email to: 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.navymwr.org/jobs> to find a sample resume format and information on Military Spouse Preference. If you are claiming Veteran's Preference, please submit a copy of your DD214.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or Application
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- OF-306 (Declaration for Federal Employment)
- Proof of Education (if applicable to position requirements)
- Any other supporting documentation (DD-214 if claiming Veteran's Preference)
- 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 Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Phone :(315) 243-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT

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. If selected for an interview, applicants can expect to be contacted 1-3 weeks after their interview with a position offer or notification of non-selection.