



<b>JOB TITLE</b>	Club Operations Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Officers' Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0528A
<b>SALARY RANGE</b>	\$8.71 - \$11.00 Hourly
<b>OPENING DATE</b>	Wednesday, December 20, 2017
<b>CLOSING DATE</b>	Wednesday, January 3, 2017
<b>SERIES &amp; GRADE</b>	NF-1101-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

**\*\*This is a re-advertisement of announcement FFR17-0528 which closed on 09/04/17. Applicants who previously applied MUST RE-APPLY to receive further consideration.**

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#### **JOB SUMMARY**

This position is located within Business Operations Division of Morale, Welfare and Recreation, Commander Fleet Activities, Yokosuka, Japan. Incumbent assumes responsibilities of the facility in the absence of the Club Manager, Assistant Manager, and Night Manager.

#### **DUTIES AND RESPONSIBILITIES**

Observes and monitors assigned areas of responsibility. Ensure routine operations, including food and beverage service and entertainment are in progress as scheduled. Identifies, checks, reports potential problem conditions. Required to act as intermediary in the event of disputes or disturbances between the patrons. Ensures rules, regulations, instructions and guidelines are adhered to by patrons and subordinates personnel. Reports safety hazards, conducts fire and sanitation inspections, and makes log entries of routine and significant occurrences. Secures facility upon closing. Performs other duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Ability to deal effectively with the general public. Must have leadership or supervisory experience in monitoring customer service operations. Must possess a basic knowledge of food and beverage service to include proper etiquette and food sanitation practices. Must have or be able to obtain valid food handler's permit.

#### **CONDITIONS OF EMPLOYMENT**

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

This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours.

#### **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 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

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

## HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

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.navywmwryokosuka.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 (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit 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**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection. Must be able to obtain a driver's license and a military GOV license within 60 days of employment.