



JOB TITLE	Food and Beverage Director
AGENCY	Commander, Navy Installations Command
BRANCH	Commander Navy Region Japan / The New Sanno Hotel
JOB ANNOUNCEMENT NUMBER	FFR17-0580
SALARY RANGE	\$65,000.00 - \$85,000.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance and Living Quarters Allowance
OPENING DATE	Friday, August 11, 2017
CLOSING DATE	Friday, August 25, 2017
SERIES & GRADE	NF-1101-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Tokyo, Japan
WHO MAY APPLY	Worldwide

JOB SUMMARY

This position is assigned to the New Sanno Hotel; U.S. Naval Joint Services Activity (USNAVJOINTSERVACT); Commander, Navy Region Japan (CNRJ); Commander, Navy Installations Command (CNIC); Tokyo, Japan. The purpose of this position is to provide comprehensive management of the Food & Beverage (F&B) Program and supervision of subordinate employees.

The New Sanno provides hotel accommodations, food and beverage, entertainment and related recreational services to U.S. Forces Japan (USFJ) personnel and family members stationed in Japan; the Department of Defense (DoD) civilian component associated with USFJ, U.S. Embassy Tokyo employees and families, United Nations Command Rear, and other government employees traveling on orders to or through Japan. The facility is open to all services, grades and ranks. Lodging operates on a first-come first-served basis. The facility consists of 149 guest rooms and suites, four a la carte restaurants, a cocktail lounge, recreational gaming room, five retail merchandise and service shops, a ballroom and two smaller board-style meeting rooms. Annual room occupancy average is consistently above 95 percent with over 110,000 overnight guests.

DUTIES AND RESPONSIBILITIES

Assumes full responsibility for the New Sanno's F&B Program (e.g., Food Production, Food & Beverage Service, Catering & Events). Plans, executes and performs post review of all F&B Program initiatives. Serves as Subject Matter Expert for F&B, representing the hotel at the Department Head level, to collaborate with Support Services, Rooms, Engineering, and Readiness. Prepares metric based, customer driven decision briefs for Hotel General Manager for final approval. Prepares publicity drafts, materials, social media posts, and coordinates with the Hotel Marketing and Sales Specialist on the usage; tests effectiveness of material distribution to both Hotel internal coverage and external coverage. Develops, promulgates and oversees F&B promotions and merchandising disciplines. Assumes accountability to the Hotel Director for F&B Department funds, stocks of food, beverages, fixed assets, supplies, linens, table, banquet and kitchen ware, furniture, fixtures and equipment of all kinds. Establishes, enforces and monitors cost accountability systems, internal controls and participates in surprise cash counts and periodic inventories. Oversees preparation of daily operating summaries for each of eight sales centers; reviews daily sales accountability statements; investigates discrepancies and variances; and enforces remedial actions. Analyzes F&B Department organizational and operational methods and procedures using such tools as flow process charting, statistical analysis, interview methods and direct observation. Monitors menu development to emphasize low-labor, high-return recipe items; identifies areas where improved management practices may increase efficiency or decrease cost; prepares financial studies, alternate approaches and most desirable action courses. Makes monthly and annual budgets for all F&B Department sales centers and updates budgets on a quarterly basis. Makes monthly and annual comparisons of budgets with actual results and analyzes variances and trends, making timely operational changes as required. Provides oversight and monitors execution of comprehensive Internal Review plan relating to F&B, in support of periodic audits, assessments and submissions. Builds and maintains strong working relationships with hotel management team while embedding a strong business management

culture. Provides oversight and guidance for F&B procurement, including review of purchase requests and Government Purchase Card transactions for both local and Continental United States (CONUS) sources. Provides advice on effective and efficient methods for the acquisition of F&B supplies and services. Ensures adherence to Procurement policies and regulations. Provides oversight as the senior manager of the F&B Department, consisting of a staff of approximately 150 persons to include multinational, multilingual employees. Directly supervises three (3) primary F&B Managers (e.g., Food Production (Chef), Food & Beverage Service (Ops), Catering & Events Manager). Establishes standard operating procedures to improve production and quality of work. Develops F&B orientation and training programs. Directs work to be accomplished by staff. Assigns work based on priorities, difficulty and requirements of assignments, and staff capabilities. Conducts annual performance reviews of staff. Ensures staff receives proper training to fulfill requirements of their positions. Addresses potential disciplinary and/or performance issues timely and takes appropriate, corrective action(s) as necessary. 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.

QUALIFICATIONS REQUIRED

Knowledge of business management principles, practices and techniques.

Knowledge of the principles and practices of operating programs and their interrelationships in order to provide qualitative and quantitative assistance to various activities, and to recommend long-range program changes, new construction projects, and adjustments in operating programs and procedures.

Knowledge of managerial and financial employment plans, policies, and programs of the organization.

Skill in projecting and anticipating organizational activity objectives and the effects of proposed changes within the programs.

Skill in analyzing policies and program data; delineating, and assessing objectives; recommending strategies based on work operations, available resources, cost effectiveness, and progress or results desired.

Knowledge of a wide range of activities and services.

Knowledge of customers' interests and needs to facilitate the development of new and innovative concepts and approaches for increasing the financial stability of activities.

Knowledge of general business principles of financial planning, reporting and of budgetary methods and processes to ensure best use of resources and to plan for operating costs, major and minor construction, renovation and capital purchases.

Skill in modifying and or developing appropriate methods, approaches, and procedures for the most effective management of division programs.

Ability to perform the full range of supervisory duties.

Knowledge of personnel management policies, procedures and requirements involving recruitment; personnel actions; manpower data; classification; position management; job descriptions; training; awards; career development; and performance appraisals in order to monitor and ensure accuracy of personnel actions, provide advice and assistance to directorate staff, and serve as liaison between the directorate staff and the personnel offices.

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

Knowledge of CNIC's EEO policy and procedures.

Ability to communicate effectively both orally and in writing.

CONDITIONS OF EMPLOYMENT

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

Position is Emergency Essential, incumbent is a key member of the Emergency Operating Committee.

RELOCATION

Authorized

TRAVEL

Position requires occasional travel.

OTHER INFORMATION

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

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.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

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

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

Interested applicants MUST apply online at www.USAJOB.gov. We no longer accept emailed applications or walk-ins.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume
- [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: 011-81-46-816-5446
Email: 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.