

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: ASF

POSITION TITLE: Bartender, NA-7405-04/05, Flexible
Cook, NA-7404-04/06/08, Flexible
Educational Aid/Technician (Child and Youth Program (CYP) Assistant), CY-1702-01/02, Flexible
Food Service Worker, NA-7408-02, Flexible
Recreation Aid, NF-0189-01, Flexible
Recreation Assistant, NF-0189-02, Flexible
Recreation Assistant (Lifeguard), NF-0189-02, Flexible
*****Multiple Vacancies*****

SALARY: \$9.25 - \$19.63 per hour

*****Some positions may be eligible for Cost of Living Allowance (COLA)*****

LOCATION: Multiple Facilities
Morale Welfare Recreation (MWR Department), Naval Base Guam (NBG)
36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam
Marine Corps Base Camp Blaz (MCB CB), Guam
Warfighter and Family Readiness (J9), Joint Region Marianas (JRM) Guam

WHO MAY APPLY: Open to all

OPEN DATE: 21 April 2021

CLOSING DATE: Open continuously to establish Applicant Supply File (ASF)

COVID-19 VACCINATION REQUIREMENT: As required by [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by or before appointment or onboarding with the agency. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwrguam.com/>.

RESPONSIBILITIES: Major duties, responsibilities, and qualifications are summarized below.

BARTENDER - Prepares and serves all types of alcoholic and nonalcoholic beverages from a full service bar.

QUALIFICATIONS: Ability to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters and fruit garnishes. Serves liqueur, beer, and wine, and is skillful in mixing such beverages as an Alexander, Margarita, Zombi, Singapore Sling, etc. Skill to completely set-up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement. Ability to collect tabs, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed.

COOK - Independently prepares all types of meats, poultry, seafood, vegetables, fruits, sauces, and gravies for menus. Prepares, cooks, seasons, and portions food for all meals following standardized recipes at different levels of difficulty, makes modifications to recipes for ingredient quantities, number of servings, and size of the equipment available. **QUALIFICATIONS:** Thorough knowledge of the full range of food preparation principles, including the techniques and procedures necessary to develop new or recurrent recipes. Knowledge of procedures related to cooking in large quantities. Skill to overcome practical production problems; evaluate final food products, and initiate corrective action. Ability to expand and modify recipes and to develop standardized recipes for quantity cooking. Skill in the operation, breakdown, and cleaning of food service equipment used in large quantity food production. Ability to organize and coordinate work of lower graded employees.

QUALIFICATIONS: Knowledge of cleaning procedures and proper use of cleaning equipment and approved cleaning chemicals, including familiarity with applicable Safety Data Sheets (SDS). Knowledge of NGIS program standards. Knowledge of how to operate all in-room appliances (e.g., coffee maker, television, clock radio, telephone, etc.). Ability to utilize Property Management System (PMS) software to update room status using the in-room telephone system. Ability to accurately complete daily room

status reports and housekeeping assignment sheets. Ability to interpret, execute, and document cleaning actions in accordance with NGIS Housekeeping Manual and program policy guidance. Ability to apply knowledge of general cleaning procedures to complete housekeeping tasks. Ability to safely and properly use common hand and powered tools. Ability to apply sound judgment to schedule and prioritize work assignments in order to honor requests for No Service/Do-Not-Disturb while adhering to program standards for in person service follow-up and cleaning frequencies. Ability to navigate web-based Learning Managed System (LMS) and use associated software to complete online and e-learning training. Ability to communicate clearly and effectively in English, both verbally and in writing with management, staff and guests.

EDUCATIONAL AID/TECHNICIAN (CHILD AND YOUTH PROGRAM (CYP) ASSISTANT) - The purpose of the Child and Youth (CY) Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. **QUALIFICATIONS: For entry-level requirements candidate(s) must:** Be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred. **For intermediate-level requirements candidate(s) must:** Be at least 18 years of age with a high school diploma or equivalent; **AND** six (6) months experience working with children or youth in a child or youth setting; **AND** have completed Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). **For target-level requirements candidate(s) must:** Be at least 18 years of age with a high school diploma or equivalent; **AND** completed the DOD standardized training courses; **AND** possess 1 year of experience working with children and youth; **OR** Be at least 18 years of age with a high school diploma or equivalent; **AND** a Child Development Associate (CDA) credential or Military School-Age (MSA) credential; **AND** 1 year of experience; **OR** Be at least 18 years of age with a high school diploma or equivalent; **AND** 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate; **AND** 1 year of experience. Position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position. *****Please Note: Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.*****

FOOD SERVICE WORKER - Performs tasks with several steps or sequence of tasks such as: sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, bread, butter, and beverages. Serves food cafeteria-style to diners. Serves tables family-style by placing dishes of food on tables and refilling as necessary. **QUALIFICATIONS:** Skill to perform tasks with several steps and use judgment in the performance of sequential tasks. Concentration is required to serve uniform individual portions and to avoid distractions, such as when several people ask for different items at the same time. Simple arithmetic and the ability to read instructions is required. Working knowledge of common sanitation procedures to prevent contamination.

RECREATION AID - Incumbent performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports. **QUALIFICATIONS:** Knowledge of the MWR department in order to answer customer questions and/or refer customers to the appropriate activity. Skilled in keyboarding to include operation of point of sale systems as well as desktop computers. Ability to perform basic computer operations. Ability to read and comprehend in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides. Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.). Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, and division). Ability to identify customer needs, deliver expected service and/or resolve routine customer issues. Ability to communicate effectively both orally and in writing.

RECREATION ASSISTANT - Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation. **QUALIFICATIONS:** Combination of experience related to customer service and or recreation activity based functions. Ability to organize, plan, administer special events and entertainment activities. Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing. Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities. Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests. Knowledge of the functions, procedures, and operations of recreation activities. Must have strong customer service skills. Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers. Ability to follow oral and written instructions. Knowledge of computers, office procedures and print production.

RECREATION ASSISTANT (LIFEGUARD) - Incumbent provides lifeguard duties; is responsible for safeguarding the lives of persons at the assigned work area; assists with Aquatic training, education, and general support at the installation. **QUALIFICATIONS:** Knowledge of pool and waterfront safety rules. Knowledge of DoD, DON and CNIC policies and procedures governing aquatic assessment testing and certifications. Knowledge of applicable policies and procedures of MWR regarding the

use of Aquatic facilities and waterfront operations. Knowledge of cash handling procedures. Ability to appropriately identify hazards or hazardous situations and identify a patron's need for assistance immediately. Ability to tactfully, but forcefully, provide instruction on water safety, facility rules and regulations, and enforce them. Ability to conduct routine safety inspections of the facility and pool area to ensure they meet environmental health standards. Knowledge of and ability to conduct pool chemical testing, document the results, and adjust chemical imbalances, as directed. Skilled or proficient in surf lifesaving techniques and radio communications to perform a safe and efficient rescue operation. Ability to exercise control over a large group of people. Ability to communicate effectively both orally and in writing. Must possess and maintain the following certifications: Lifeguard Training Certification in accordance with CNICINST 1710.3; CPR for the Professional Rescuer and Healthcare Providers; First Aid to include Automated External Defibrillator Certification; **AND** Blood Borne Pathogens.

A complete list of duties, responsibilities, and requirements will be provided at the time of tentative job offer and/or hire.

TRAVEL REQUIRED: Yes – Maybe required within normal scope of duties

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (<http://www2.ed.gov/admins/finaid/accred/index.html>).

Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

SEE RESPONSIBILITIES

EDUCATION: *SEE RESPONSIBILITIES*

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

SEE HOW TO APPLY

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154. All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

ALL APPLICANTS: Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

*Current or prior federal employees, please submit your most recent personnel action or SF50.

*Military retirees, please submit your statement of service.

*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you MUST submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.