

## **Non-Appropriated Fund Activities**

### **Announcement # NAF:024:04**

**Opening Date:** 07/15/04      **Closing Date:** Open until filled

**Position:** Bartender, NA-7405-04, Flexible hours 15-35hrs, \$8.43 ph

**Area of Consideration:** All qualified applicants, local commuting area

**Location:** Morale, Welfare & Recreation (MWR) Department, Cactus Jack's

**Duty Station:** Dahlgren, VA

**Duties:** The incumbent will be responsible for: mixing alcoholic/non-alcoholic drinks to order; maintaining bar in clean condition; keeping area stocked; delivering drinks; waiting on customers; accepting money; operating cash register; and performing other related duties. Incumbent may be responsible for serving catered parties. Incumbent must pass CARE within 90 days of hire.

**Qualification Requirements:** Applicant must be 21 years old, able to work nights and some weekends, and be a citizen of the United States or foreign national serving on active duty as a member of the U.S. Armed Forces or a dependent. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. Applicant should include all experience, training, education, awards, commendations and other information relevant to the job elements listed below. Applicant is urged to address each job element specifically.

#### **Job Elements:**

- 1) Ability to mix and serve a wide variety of beverages.
- 2) Knowledge of inventory procedures.
- 3) Ability to make simple mathematical calculations and operate a cash register.
- 4) Ability to work independently and to effectively communicate both orally and in writing.
- 5) Ability to walk or stand for prolonged periods of time and to lift 20 to 40 lbs.

**How to Apply:** Submit an application or resume and copy of last 2 performance appraisals.

#### **Mail applications to the following address:**

Naval District Washington/West - Dahlgren  
Morale, Welfare & Recreation Department, Code CD25  
17320 Dahlgren Road, Bldg 100  
Dahlgren, VA 22448-5100

#### **Conditions of Employment:**

Background Check: Yes  
Security Clearance required: No  
Supervisory/Managerial probationary period required: No  
Drug test required: No  
Permanent change of station travel may be authorized: No  
Relocation services may be authorized: No

**For Further Information: Call Barbara Simmons, 540/653-7710**