

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-06604

POSITION: BARTENDER NA-05

SALARY: \$9.05 PH



LOCATION- HOSPITALITY DIVISION

OPEN: 8/17/04

CLOSE: OPEN CONTINUOUS

**AREA OF
CONSIDERATION- COMMUTING AREA**

Spouse Preference Eligible

Involuntary Separated Military

Regular Full-Time (35-40 Hours Per Week)

One-Time Basis

Regular Part-Time (20-34 Hours Per Week)

Establish Register

Flexible (0-40 Hours Per Week)

Merit Staffing

**HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.**

DUTIES AND RESPONSIBILITIES

Mixes and serves all types of alcoholic or nonalcoholic drinks to order, following a variety of established recipes. Keeps bar clean and keeps area stocked properly. Delivers drinks to bar waiters, or serves directly to patron, receiving payment. Washes glasses and other bar equipment. Prepares garnishes for mixed drinks. May help stock service bar and serve catered parties from service bar or from portable bars.

Assists in taking inventory and maintaining records on which drinks and liquors are in the greatest demand. Accepts money, operates cash register and makes change. May be required to prepare documentation for cash funds accountability. Performs other related duties as assigned.

QUALIFICATIONS

Ability to operate a cash register and communicate effectively with the public. Two years practical experience preferred. **Must be at least 21 years of age.**

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisals, experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the 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.