# CNRSW New logo 1

# NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

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# *NON-APPROPRIATED FUND (NAF)*

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **15-104**

**Job Title, PPlan, Series, & Grade:** Chef (Supervisor), NF-1101-03

**Location:** Naval Base Point Loma Admiral Kidd Catering, CA

**Status:** Regular Full Time

**Pay Range:** $18.00 - $25.00 Per Hour

**Opening Date:** 29 July 2015

**Closing Date:** Open Until Filled; **First Cut Off Date**: 10 August 2015

**Area of Consideration:** All Sources - Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Dining Services Division, Fleet and Family Readiness Department at Naval Base Point Loma. This position plans, directs, supervises and coordinates the food preparation and production for dining, catering and other food and beverage programs and services. Position’s primary responsibility is to supervise 10-15 cooks, helpers and other food service staff members to execute 10-12 events, for 1,000-2,000 customers per month.

**QUALIFICATIONS REQUIRED:**

* Graduation from a culinary institute, preferred.
* Knowledge and ability to perform routine management functions such as planning, scheduling, extensive methods, techniques, practices and coordinating operations of the mess
* General knowledge of prices, dietetics, grades of food and meal planning, as well as reviewing establishments in nearby communities regarding menus, pricing, services provided and other methods of operating
* Ability to recommend corrective action as deemed necessary
* Knowledge to skillfully apply new methods in managing food, and also equip employees to expert performance in their duties
* Knowledge of general methods of cooking, baking, preparing and serving quality food in mass quantities for large groups of people
* Knowledge and ability to supervise and train personnel in preparing and serving food and supervising store room, bakery operations and services
* Knowledge and ability to inspect facilities for cleanliness, sanitation, personal hygiene standards and physical condition of furnishings and equipment
* Knowledge and ability to prepare pertinent records and reports
* Must be able to communicate clearly and effectively in English both verbally and in writing
* Must meet federal suitability requirements including successful completion of background investigation. Background investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application form to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at http://navylifesw.com/sandiego/about/jobs/. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection. Participation in direct deposit upon employment is required.

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.