# CNRSW New logo 1

# NAVY REGION SOUTHWEST COMMUNITY SUPPORT PROGRAMS

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**NON-APPROPRIATED (NAF)**

VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **15-17**

**Job Title, PPlan, Series, & Grade:** Installation Training Specialist, NF-1712-03

**Location:** Naval Base San Diego, CA

**Status:** Regular Full Time

**Pay Rate:** $14.00-$16.00 Per Hour

**Opening Date:** 12 February 2015

**Closing Date:** Open Until Filled; **First Cut Off:** 18 February 2015

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

**BRIEF DESCRIPTION OF DUTIES:** This position is located at Navy Gateway Inns & Suites operation at *Naval Base San Diego.* The purpose of this position is to plan, arrange, schedule, coordinate and deliver training while assisting management in providing adequate and timely training to lodging personnel to support NLP operating standards. **Performs other related duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* Must have two years training experience with a minimum one year experience in a lodging operation. The Certified Hospitality Department Trainer (CHDT) designation (or equivalent) or a diploma in hotel/hospitality management with an emphasis in training or quality assurance from an accredited institution of higher learning is preferred.
* Knowledge of techniques and leadership skills in supervising others and the ability to conduct and coordinate various types of training programs (i.e. STAR service, NGIS/Housekeeping Certification & Performance package, etc) is required.
* Must possess excellent communication skills and must possess fluent command of the English language, understand and use proper grammar, and be able to communicate clearly and effectively; to all levels of the organization, both verbally and in writing
* Must be able to use basic computer software as such; Microsoft Word, Excel, and Power Point and have an in-depth understanding of daily hotel operations with a working knowledge using automated property
* Must understand the daily operation of a hotel to include safety, environmental and fire prevention regulations and practices; hotel management procedures; and front desk, housekeeping, and maintenance operating principles and practices; and have a working knowledge of automated property management system(s)
* Must have the ability to work independently and in harmony with all levels of personnel inside and outside the organization to include CNIC, Regional and installation/site level staff
* The incumbent is expected to meet the qualifications for professional accreditation as a Certified Hospitality Trainer (CHT) or other approved equivalent certification within 12 months of accepting the position and any other requirements outlined in the Lodging Career Path Guide
* Must successfully complete 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.