

**EMPLOYMENT OPPORTUNITIES  
NON-APPROPRIATED FUND (NAF) POSITION**

**JOB ANNOUNCEMENT:** MWR 024/2019

**POSITION:** COOK, NA-7404-04 -\$9.82 per hour - Step 1

**SALARY:** FLEX POSITION; 0-40 HRS/WEEK

**AREA OF CONSIDERATION:** ALL SOURCES  
& SPOUSAL PREFERENCE ELIGIBLES

**LOCATION:** SPINZ RESTAURANT, NAS KINGSVILLE, TEXAS

**OPENING DATE:** 06 SEP 19

**CONTINUOUS**

**DUTIES:** Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers or fresh or canned vegetables. Prepares all forms of hot cereals' broils meats, prepare and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage. Receives assignments in forms of written and oral instruction from the supervisor who "spot checks" work to ensure it is performed properly and is available to answer technical questions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with sanitation requirements. Detailed instructions provided on new or more difficult work. Work i evaluated in terms of quality food cooked and adherence to instructions and time schedules.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of the methods and procedures related to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for service at specified time. Knowledge of sanitation principles.

**WORKING CONDITIONS:** Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers. Incumbent will be exposed to steams fumes, odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen. .

**HOW TO APPLY:** Submit documents listed below to: website:  
[KNGV\\_MWRPERS@navy.mil](mailto:KNGV_MWRPERS@navy.mil). OR mail to: NAF Personnel, 601 Nimitz Avenue, Bldg. 3766, Kingsville, TX 78363... FAX: (361) 516-4966.

**Include following:**

- Resume (.Include name and contact information for at least three (3) professional references in your resume)
- .OF-306. [http://www.opm.gov/forms/pdf\\_fill/OF306.pdf](http://www.opm.gov/forms/pdf_fill/OF306.pdf)
- .Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.
- .If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.
- .If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.). is required.
- .If claiming Military Spouse Preference, a copy of sponsor's orders (applicable for NF-03 and below or equivalent).
- .If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

As a condition of employment, the incumbent must successfully pass a national agency check with inquiries (NACI) and will be required to participate in the Direct Deposit/Electronic Fund Transfer.

We are an E-Verify participant.

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.