



**CURRENT OPENINGS
OPEN UNTIL FILLED**

**LABORER
NA-3502-02
POPE CLUB**

(CURRENT NAF EMPLOYEES HAVE PRIORITY)

DUTIES AND RESPONSIBILITIES:

Loads and unloads heavy boxes, bulky supplies, and materials to and from tracks, dollies, etc, moves heavy boxes, cartons, or luggage by hand, hand truck, or dolly; opens crates and boxes using crowbars, and cuts bands using shears; stacks boxes and cartons where directed. Using a shovel, digs ditches and trenches where a pick is not needed to loosen the dirt, and where the dirt, and where grading and sloping is not required; fills holes with dirt and levels bumps and low places, using shovel, hand tamper, and rake. Runs hand lawnmowers or (domestic type) powered lawnmowers, when this does not require heavy physical effort (for example, on steep grades); clears small trees and bushes, using handsaw, hatchet, or clipper. Moves and arranges furniture as directed; shovels snow from sidewalks; washes and waxes cars and trucks by hand or power buffer. Performs other related duties as assigned.

QUALIFICATIONS:

No previous experience or training is required. Must be able to use, control, and clean common hand tools, and simple power equipment. Must be able to follow oral and/or written instructions involving duties with several distinct tasks or steps. Must be physically able to frequently lift and carry medium to heavy objects up to 40 pounds, and be able to occasionally lift and carry objects up to 50 pounds, Must be able to actively bend, stoop, stand, reach, and work in awkward positions. Must be able to satisfactorily complete a pre-employment physical. Must be able to read, write and speak English. Must be able to work an irregular tour of duty to include days, nights, weekend, and holidays, Must have or be able to obtain a valid state driver's license and may be required to obtain government driver's license. Must be able to satisfactorily complete a National Agency Check with Inquiries.

Interested applicants are required to complete and submit OF 612 AND OF 306 to the NAF Human Resources Office, 374 Maynard Street Ste 108 (Bldg 306, rm 108), Pope AFB by the closing date in order to be considered. Applications remain on file for 90 days and are considered as vacancies occur.

Current NAF employees complete and submit AF Form 2550, NAF Application for Promotion or Other Position Change.

Federal law requires all federal payments be made by Direct Deposit/Electronic Funds Transfer

Pope AFB is an Equal Opportunity Employer

**Food Service Manager
NYPD/JR Rockers
Regular**

DUTIES: Manages the total food operation of the JR Rockers/NYPD. Responsible for planning and supervising the entire food operations in response to changing conditions/customer preferences. Supervises NAF employees who prepare and serve food, operate cash registers and deliver food/beverages by motor vehicle. Prepares work schedules, approves/disapproves leave requests, maintains discipline, prepares employee performance appraisals, hears and resolves complaints. Interviews potential employees, makes recommendation for selection to facility manager. Recommends promotion/reassignment/separation of subordinates. Responsible for ensuring kitchen staff is trained. Assigns tasks; monitors methods of food preparation and ensures food is prepared in conformance with a high standard of quality. Develops menus, plans/prepares in analyzing cost factors, operational improvements, personnel changes and elements relating to the efficiency and productivity of the operation. Orders a variety of items to support menus, maintains low cost of good by selection of food purveyors and implements food portion control. Responsible for uniform accountability, supply and inventory procedures. Develops requirements and orders supplies, verifies quantity of delivery, prepares reports and vouchers to ensure inventory controls are met. Conducts scheduled and unscheduled inventories of food and condiments and establishes inventory control. Establishes and adjusts menu cost cards as needed to allow for cost variations. Requests repair or replacement of equipment as needed. Assist in preparing kitchen budget. Perform other related related duties as assigns.

QUALIFICATIONS: Must have experience in the overall management of a food service operation which provided a thorough knowledge of food operations including purchasing and receiving food stuffs and food preparation. Experience in planning menus, quality control of food preparation, cost control, and inventory control. A general knowledge of managements principles and practices and knowledge of financial planning principles and procedures. Must have experience which demonstrates the ability to supervise, trail and schedule subordinate personnel. Knowledge of etiquette and military protocol desirable. Must be able to continually stand and walk, frequent stooping, reaching, pulling and bending. Frequently lifts and moves objects weighing up to 40lbs unassisted, and occasionally lifts objects weighting over 40lbs with assistance. Must be able to satisfactorily complete a physical examination and obtain a food Handler's Certificate and/or complete a food handlers training. May be required to work an irregular tour of duty to include days, nights, weekends, and holidays. Must be able to read, write and speak English. Must be able to satisfactorily complete a Nation Agency Check.

Interested applicants are required to complete and submit OF 612 AND OF 306 to the NAF Human Resources Office, 374 Maynard Street Ste 108 (Bldg 306, rm 108), Pope AFB by the closing date in order to be considered. Applications remain on file for 90 days and are considered as vacancies occur.

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