



75th Force Support Squadron Hill AFB, Utah

NAF Vacancy Announcement

10 - 016

POSITION:

Position / Grade: Recreation Aid (Rod and Gun) / NF-0189-01

Location: Rod and Gun (ODR) Bldg. 1506, Hill AFB, Utah

Salary: \$7.25 - \$9.00 - DOE

Category: Flexible (0-40 Hours per week) without benefits

Opening Date: 24 June 2010

Closing Date: Open Until Filled
(First review will be on 7 July 2010)

Area of Consideration: Open To All

DUTIES AND RESPONSIBILITIES:

Assists in the operation of the Rod and Gun Club Store which consists of selling all types of ammunition, firearms, reloading components and miscellaneous sporting equipment. Responsible for orderly operation of facility during assigned shift, enforcing rules and regulations to ensure activities are carried out in an appropriate manner. Responsible to successful operation of programs for trap fields, skeet fields, and sporting clays during assigned shift. Accepts special orders from club members for a variety of sporting goods. Collects and accounts for money for dues and use fees. Assures that activities physical environment is in clean and orderly condition and reports safety hazards to supervisor. Performs other related duties as assigned.

QUALIFICATIONS:

A practical knowledge of recreation activities, rules, procedures, and skill in the use and maintenance of various recreational equipment is desirable; however, no experience is required. Must be able to communicate clearly and effectively both orally and in writing; and deal effectively with individuals or groups to accomplish work/tasks. Cash handling skills are required. Must be physically able to lift moderately heavy objects up to 40 pounds, and occasionally lift objects weighing up to 50 pounds. Must be able to actively bend, stoop, reach, and work in awkward positions. Successful completion of a security background check is required.

HOW TO APPLY:

Current Nonappropriated Fund employees must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. 06 July 2010 to be considered for first referral on 06 July 2010.

External applicants must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"

3. Prior Military, submit a copy of your DD 214
5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than by 4:00 p.m. on 06 July 2010 to be considered for first referral on 06 July 2010.

All applications are submitted to:

75 FSS/FSMH
Human Resources Office
5713 E. Ave., Bldg 460, Annex
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: 75fss.fsmh@hill.af.mil

FOR ADDITIONAL INFORMATION CONTACT: 75 FSS/FSMH, DSN: 777-1080 or CMCL:
(801) 777-1080.

OTHER INFORMATION: All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

NONMERIT FACTORS: Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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