



75th Force Support Squadron Hill AFB, Utah

NAF Vacancy Announcement

11-025

POSITION:

Position / Grade: Bartender / NA-7405-03

Location: Hubbard Golf Course

Salary: \$9.65 – \$11.34 DOE

Category: Flexible (0 to 40 hours per week) without benefits

Opening Date: 20 July 2011

Closing Date: Open Until Filled
(First review will be on 27 July 2011)

Area of Consideration: Open To All

DUTIES AND RESPONSIBILITIES:

Operates limited service bars. Prepares a limited variety of alcoholic drinks by selecting proper premix and garnish. Serves beer, soda and wine. Serves patrons directly or delivers to waiter. Receives payment, operates cash register, and makes and returns change to patrons or waiter.

Sets up bar for operations and obtains cash bank. Maintains work area neat and clean. Washes bar equipment, glassware and utensils. Stocks service bars and assists higher-level bartender as required. May be required to prepare documentation for cash funds accountability. Performs other related duties as assigned.

QUALIFICATIONS:

Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of correct proportions and mixtures to use in preparing beverages. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must be the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must be able to communicate clearly with customers, and possess skill in dealing with the public. A successful completion of a National Agency Check with inquiries (NACI) is required. Must be able to satisfactorily complete a pre-employment physical.

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. on 26 July to be considered for first referral on 27 July.

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 26 July to be considered for first referral on 27 July.

Application packages can be found on our website at: www.75thforcesupport.com/hro/index.html

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 or visit us on the web at: www.75thforcesupport.com/hro/index.html

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.

**Starting 01 August 2011, applicants must apply on NAFjobs.org. **

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