



NAF JOB VACANCIES

MAR 2010

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COOKS, NA-7404-04, \$9.51PH, GOLF COURSE: (FLEXIBLE POSITION) Recruiting individuals who have experience in food preparation gained in a grill, snack bar, restaurant, club, or other similar food activity. Must be able to work weekends and must pass a pre-employment physical. Successful completion of a National Agency Check is required.

CASHIER- CHECKER, NF-2091-1, \$7.15, GOLF COURSE : (FLEXIBLE POSITION) Must have experience in responsible clerical or office work which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Must also have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have the ability to communicate both orally and in writing. Must possess skills in dealing with the public. Successful completion of a National Agency Check is required.

BARTENDER NA-7405-03, \$9.22, LANDINGS CLUB: (FLEXIBLE POSITION) Must have experience mixing alcoholic beverages for retail sale. Must be able to follow cash handling procedures. Must be able to maintain a Food Handler's Certificate and/or complete food handler's training. Must be able to communicate well and possess skills with dealing with the public. Successful completion of a National Agency Check is required.

GUEST SERVICES REPRESENTATIVE, NF-0203-01, \$7.25, LODGING: (FLEXIBLE POSITION) Must have experience in responsible clerical or office work. Must possess skill in dealing with the public. Typing skills are required, knowledge of office automation software(MS Windows, MS Office, including PowerPoint, Word, Access, and Excel) is desirable. Successful completion of a National Agency Check is required.

LEAD GUEST SERVICES REPRESENTATIVE, NF-0303-II, \$8.82, LODGING: (FLEXIBLE POSITION) Must have progressively responsible experience in clerical or office work of any kind in which the applicant demonstrated the ability to perform satisfactorily at the grade level of the position. Must possess customer service skills. Experience which demonstrates the applicant's ability to lead the work of others is desirable. Successful completion of a National Agency Check is required.

HOW TO APPLY: Complete the following documents:

1. Optional Form 612 (Optional Application for Federal Employment) **and/or** Resume
2. Optional Form 306 (Declaration of Federal Employment)
3. Former military members must submit a copy of the DD 214 (Member Copy)
4. If currently a federal employee, submit copy of latest SF 50, AF Form 2545 (or equivalent)

Submit completed package to 436 FSS/FSMH, 520 Main Gate Way Room 231, Dover AFB DE 19902-7262 or fax to: (302) 677-4875.

FOR ADDITIONAL JOB CLARIFICATION, POSITION GUIDES ARE AVAILABLE FOR REVIEW IN THE HUMAN RESOURCES OFFICE, BLDG 520, ROOM 231.

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