



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
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 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	WAITSTAFF NA-03		
ANNOUNCEMENT #:	204FL-FHB	OPEN:	14 August 2009
LOCATION:	TCAQ	CLOSE:	Open Continuous
WHO MAY APPLY:	Must be 21 years of age	SALARY:	\$9.62 per hour
TYPE OF APPOINTMENT:	FLEX	HOURS:	Monday thru Saturday /20-25 hours per week ** Hours subject to change based on business requirements**
<input type="checkbox"/> Background Check Required	<input checked="" type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES: Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread, wine or other beverages. When meal is completed, clears and cleans table and the immediate area, and resets the table in preparation for the next guests.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

Skills and Knowledge: Skill to serve beverages and meals in the proper manner and sequence. Knowledge of proper food handling techniques such as the correct side to serve from and the correct side to remove from. Knowledge of the composition of all food items on the menu, whether American or Foreign; the available beverages and wines and which wines complement specific meals and their proper serving temperatures. Skill in proper table setting techniques. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

Responsibility: Assigned stations by supervisor and given any special instructions necessary. Held responsible for complying with standard methods and procedures such as conduct, etiquette, dress code, serving techniques, and complete familiarity with the menu and any subsequent day to day changes.

Physical Effort: Work requires the use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

Working Conditions: Work is normally performed inside with adequate lighting and heat. Waiters are exposed to the possibility of cuts, bruises, and slippery floors when in the kitchen area

GENERAL INFORMATION:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made. As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397 Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mcca.org