



## NAF Vacancy Announcement

NAF Human Resources Branch

MARINE CORPS BASE QUANTICO

2034 Barnett Ave, Little Hall, Quantico, VA 22134

COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460

E-MAIL: [Quantico.vacancies@usmc-mccs.org](mailto:Quantico.vacancies@usmc-mccs.org)

WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

<b>POSITION:</b>	<b>Sales Associate/Cashier, NF-1</b>		
ANNOUNCEMENT #:	100FL-RET	OPEN:	01 JANUARY 09
LOCATION:	RETAIL, MAIN EXCHANGE	CLOSE:	OPEN CONTINUOUS
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$8.00-\$9.00 per hour
TYPE OF APPOINTMENT:	FLEX, SUN-SAT	HOURS: Mon-Sat 0900-2000hrs, Sun 1000-1800 hrs, various shifts ** Hours subject to change based on business requirements**	
<input type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

**SUMMARY OF DUTIES:** Assists and serves customers with location, selection and purchase of merchandise with an emphasis on customer courtesy. Responsible for merchandising, display, and appearance of assigned area(s). Ensures items are properly marked. Checks merchandise, rings sales on cash register, receives payments, makes change, bags or wraps merchandise and completes related sales records. Prepares written sales slips as appropriate. Verifies personal checks and credit cards. Responsible for assigned change fund. Assists in inventories, ensures proper accountability and security of assigned area(s). Advises supervisor of damages, out-of-stock and/or slow-moving merchandise. May monitor dressing rooms. May accept merchandise sales for layaway and Deferred Payment Plan. May perform general housekeeping duties such as cleaning or dusting fixtures and merchandise. May sort and replenish merchandise. Relays information on customer needs and stock level of merchandise. May maintain preferred customer list and notify customers of new merchandise.

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.

**MINIMUM QUALIFICATIONS:** Six months of experience operating a cash register is preferred. Knowledge of basic math and cash handling procedures. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

### **GENERAL INFORMATION:**

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. 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 MCCS HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. 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> As part of the employment process, the Marine Corps Community Services (MCCS) may obtain a Criminal Record Check and/or an investigative Consumer Report. 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.

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](mailto:Quantico.vacancies@usmc-mcca.org)

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*