



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
 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	Bartender NA-05		
ANNOUNCEMENT #:	201FL-FHB	OPEN:	23 Oct 2009
LOCATION:	The Clubs at Quantico	CLOSE:	11 Nov 2009
WHO MAY APPLY:	Must be 21 years of age	SALARY:	\$11.29 per hour
TYPE OF APPOINTMENT:	FLEX	HOURS:	ALL SHIFTS – 0-20 hrs/wk ** 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:

Required to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar bitters and fruit garnishes. Must serve liqueur, beer and wine and be skillful in mixing such beverages as an Alexander, Margarita, Zombie and Singapore Sling according to standard recipes.

Required to completely set up a bar and to recognize and report to the Manager impending shortages of supplies based on the volume of business and insure their timely replacement.

Helps stock service bar and serves catered parties from service bar or from portable bars. Coordinates with Manager in estimating quantity of alcohol and correct portion of ounces per drink and number of patrons to be served on a daily basis.

Collects tab, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked. Responsible for bar change fund plus all monies rung on bar register or charges to members to accounts. The appropriate paper work must be turned in daily.

Takes verbal request for beverages, bar merchandise and food snacks from customers and/or wait staff.

Responsible for maintaining the bar and dining areas are clean as well as keeping the bar stocked properly. Cleans wait staff service station areas. Cleans all beer dispensers and liquor bottles, restocks beer coolers and washes all glasses. Takes all empty bottles and trash to dumpster.

Installs and removes beer kegs and maintains adequate stock of beverages in reefer. Organizes both inside and outside beer and keg reefers, keeping them clean and bottles and cans stacked correctly.

Lifts beer keg containers from outside reefer and hooks them up in reefer. Also carries beer cases when needed. Coordinates with Manager on assigned work schedule and follow it exactly, giving advanced notice of leave, when possible

Reports all tips received on a monthly basis must be reported on the prescribed form.

Maintains a well groomed appearance according to uniform standards to include name tag, hairnet and proper shoes.

Demonstrates quality customer service and positive attitude in serving guest for a smooth functioning system.

Practices proper breakdown of china glass and silverware to reduce breakage in dish room area.

May be required upon occasion to close and secure activity.

Provides courteous, helpful service to patrons, co-workers or any other individual in any capacity that seeks service from any MCCA activity.

Perform other related duties as assigned/required.

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.

MINIMUM QUALIFICATIONS:

High School preferred.

Must be at least 21 years of age. One-year experience as bartender. Must have excellent knowledge of standard mixed drinks and know the proper procedures for handling and serving the various types of wines. Must know portion control and methods for serving catered affairs. Capable of operating the service bar without assistance. Must have a current health card.

An equivalent combination of training and experience may be substituted for the qualification above.

PHYSICAL DEMANDS:

Walks or stands for prolonged periods. Frequently handles objects or trays up to 5 pounds. Occasionally lifts up to 40 pounds.

WORK ENVIRONMENT:

Inside, well lighted, heated and ventilated. Exposed to chapped hands, cuts and bruises.

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 MCCS.

FILING INSTRUCTIONS:

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

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