



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:	Store Worker, NA-2		
ANNOUNCEMENT #:	117FL-RET	OPEN:	October 30, 2009
LOCATION:	RETAIL, MAIN EXCHANGE	CLOSE:	November 6, 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$8.70/hr
TYPE OF APPOINTMENT:	FLEX, NON-EXEMPT	HOURS:	Mon-Sat 0900-2000hrs, Sun 1000-1800hrs ** 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: Performs a variety of tasks related to stocking merchandise for selection by customers or in a stockroom. Required to observe and project the amount of merchandise needed to maintain stock levels. Typically, this includes refilling stock on shelves and display counters; marking proper selling price on a variety of different kinds and sizes of items; moving old stock toward front of shelf or rotating by stamped code date; assisting in inventories by counting stock on hand; and answering customers' questions concerning where items are in the store. Dusts shelves and maintains general cleanliness of area. May operate a cash register during special sales events or during staff shortages.

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 required.

SKILLS AND KNOWLEDGE: Acquires and uses a knowledge of the locations of stocked items, and how they should be displayed and stock rotated.

RESPONSIBILITY: Work is assigned orally by a higher grade worker or supervisor. Incumbent carries out repeated assignments with little review during progress of the work. The supervisor periodically checks to see that work is done on time and according to instructions.

PHYSICAL EFFORT: Walks, stands, bends, or stoops and moves arms in filling shelves and counters. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

WORKING CONDITIONS: Work is performed in well-lighted areas and maintained at a comfortable temperature however, aisles are often crowded with customers. There is danger of minor injuries such as cuts, scrapes, and bruises.

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 MCCS.

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 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.