

**NONAPPROPRIATED FUND POSITION
MORALE WELFARE AND RECREATION DEPT.
NEWPORT, RHODE ISLAND 02841
MERIT PROMOTION PROGRAM
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: COOK
NA-7404-05/08

ANNOUNCEMENT NO. NAVSTA NPT 013-04

DATE OPENED: 5 MARCH 2004

CLOSING DATE: OPEN REGISTER

LOCATION: COMMISSIONED OFFICERS CLUB
NAVAL STATION NEWPORT
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

NOTE: CATEGORY OF EMPLOYMENT: FLEXIBLE 0-40 HOURS

DUTIES: NA-05 - GRILLS, CHOPS, STEAK, POULTRY, PANCAKES, BACON, EGGS, SAUSAGE, ETC., BY WATCHING WHILE THE ITEMS ARE COOKING AND TURNING AS REQUIRED. WILL PREPARE SALADS, DESSERTS, JUICES, FRUITS, OR OTHER ITEMS AS DIRECTED BY HIGHER GRADE COOKS. COOKS CEREAL, MAKES BEVERAGES, TOAST, SALADS AND SANDWICHES. PREPARES VEGETABLES AND FRUITS FOR SERVING AS DIRECTED. PLACES COOKED FOOD IN SERVING DISHES IN STEAM CARTS AND FOOD TRUCKS. WASHES AND CLEANS KITCHEN EQUIPMENT.

NA-08 - USING A FULL RANGE OF QUANTITY COOKING PROCEDURES FROM COMMON OR FREQUENTLY USED TO NEW OR DIFFICULT RECIPES, PREPARES A VARIETY OF MEATS, POULTRY, SEAFOOD, VEGETABLES, SAUCES AND GRAVIES. ON A DAY-TO-DAY BASIS, PREPARES FOUR OR MORE MENU ITEMS FOR ONE MEAL WHICH INVOLVES PLANNING AND COORDINATING A VARIETY OF STEPS TO ENSURE THAT ALL ITEMS ARE READY FOR SERVING AT THE SAME TIME; OR PREPARES MENU ITEMS USING SPECIAL OR DIFFICULT RECIPES INVOLVING MANY STEPS, INGREDIENTS OR LONG PREPARATION TIME.

QUALIFICATIONS: NA-05 - MUST HAVE ABILITY TO FOLLOW INSTRUCTIONS, WORK SAFELY AND DO SIMPLE ARITHMETIC. KNOWLEDGE OF OPERATING AND CLEANING FOOD SERVICE EQUIPMENT, AND THE ABILITY TO SEASON FOOD AND DECIDE WHEN FOODS ARE DONE IS REQUIRED.

NA-08 - IN ADDITION TO THE ABOVE QUALIFICATIONS, COOK MUST POSSESS THE SKILL TO PLAN, COORDINATE AND TIME SEQUENCE STEPS NEEDED TO PREPARE FOOD ON TIME WITHOUT OVER COOKING OR WASTE; THE ABILITY TO ADJUST RECIPES FOR SERVINGS REQUIRED; RECOGNIZE CHARACTERISTICS OF FOOD IN DECIDING THAT RAW MATERIALS ARE FRESH AND JUDGE PREPARED FOOD BY COLOR, CONSISTENCY, TEMPERATURE, ODOR AND TASTE.

MILITARY SPOUSE EMPLOYMENT PREFERENCE: BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN MWR FOR PAY OF PERSONNEL.