

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: 10-044**

**POSITION TITLE: Bartender Supervisor, NS-04, Regular Part-Time with Benefits**

**SALARY: \$10.58 per hour**

**LOCATION: Top of the Rock, Andersen AFB**

**AREA OF CONSIDERATION: Open to All**

**RE-OPENED DATE: March 02, 2010**

**CLOSING DATE: March 15, 2010**



**INTRODUCTION:** This position is located at the Collocated Club/Top of the Rock, Andersen AFB. The purpose of this position is to manage and supervise bar operations located at the Top of the Rock and at Bamboo Willies, Tarague Beach.

**MAJOR DUTIES AND RESPONSIBILITIES:** Plans, schedules, and coordinates the work of bartenders, bar assistants, and waiters. Schedules working hours to accommodate peak periods. Plans/prepares the bar lounge for scheduled entertainments and special activities. Determines monthly bar supply needs and orders them from appropriate source. Stays current with new drink recipes and ensures recipes and supplies are available.

Instructs and trains new employees of proper work methods. Assigns, directs and reviews the work of subordinates and evaluates work performance. Maintains current knowledge of procedures, policies, written instructions, and directives. Observes subordinates that they are responsive to customers' orders and are courteous in their demeanor to the customers. Checks that all bar employees are neatly dressed and in accordance with club dress standards. Enforces sanitation, safety and fire and security regulations.

Periodically meets with subordinates to relay management policies and objectives. Discusses performance standards expected and evaluates employees' performance. Initiates all personnel actions and interviews and selects new employees. Resolves problems related to work supervised. Approves/disapproves leave and other absences from work.

Responsible for internal management control and proper cash handling accountability. Works with management in formulating budgets to include income/expense budget and the NRB for bar operations. Performs bartender duties when needed/required. Performs other related work as assigned.

**QUALIFICATIONS:** Incumbent must be able to perform a full range of supervisory duties. Must be able to plan and implement work schedules and provide training to newly assigned personnel. Must be able to function as a fully qualified dull service bartender. Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda, water, sugar bitters, and fruit and the ability to mix exotic drinks. Must be able to recognize intoxicated or unruly patrons and to resolve problems or seek assistance if needed. Must be able to practice and enforce proper cash handling procedures. Must be able to communicate clearly and possess skill in dealing with the public. Must be physically able to frequently lift objects weighing up to 15 pounds, push or pull objects weighing up to 20 pounds and occasionally lifting up to 40 pounds. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Must be able to obtain a

Health Card, Food Handler's Certificate and/or complete food handler's training. Must be able to satisfactory complete a National Agency Check with Inquiries (NACI).

**EVALUATION FACTORS (KNOWLEDGE, SKILLS, ABILITIES):** Knowledge of bar operations and the skill to mix and serve all types and varieties of alcoholic and non-alcoholic beverages, and set up a full service bar based on the volume of business.

Frequently lifts and carries objects up to 15 pounds, pushing objects up to 20 pounds, and occasionally lifting up to 40 pounds. Heavier objects such as beer kegs are usually moved with the aid of a dolly. Frequent bending, reaching, standing, and walking.

Works inside in areas that usually have adequate lighting and air conditioning. Subject to minor cuts and bruises when handling bar equipment.

**HOW TO APPLY:** Open to all interested applicants. Submit Application for Federal Employment (OF 612) and Declaration for Federal Employment (OF 306), or Resume to NAF Human Resources Office, Andersen AFB, Guam or Naval Base Guam. Current NAF employees may apply by submitting an "Internal Application" (NAFHRO FM-01) to the NAF Human Resources Office. Applications may also be submitted via email to [36fss.hro@andersen.af.mil](mailto:36fss.hro@andersen.af.mil), or fax to 366-3678.

Application packages may be obtained via our webpage at [www.36fss.com/naf.html](http://www.36fss.com/naf.html).

For those claiming hiring preferences, please contact our office or visit our website for required documents:

**Military Spouse Preference:** Submit MSP form with sponsor's PCS orders.

**Veteran Preference:** Submit a DD-214, Member Copy 4.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

The Department of 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 factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call or email them to: to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** "Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek."