

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

**ANNOUNCEMENT NO: 10-044**

**POSITION TITLE: Cook, NA-04, FLEX**

**SALARY: \$8.49 per hour**

**LOCATION: Various MWR Facilities at Andersen AFB**

**AREA OF CONSIDERATION: Open to All**

**OPEN DATE: March 5, 2010**

**CLOSING DATE: Open Continuous to Establish a List**  
**FIRST CUT-OFF: March 12**



**INTRODUCTION:** This announcement is to establish an applicant supply file to fill anticipated cook vacancies located at the Top of the Rock, Bowling Center, Golf Course, or Child Development Center at Andersen AFB. The purpose of this position is to perform a wide variety of simple cooking tasks.

**MAJOR DUTIES AND RESPONSIBILITIES:** Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables.

Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings.

Prepares convenience items such as frozen hash browns, fish fillets and chicken nuggets. Some cooks at this level prepare and bake pizza.

Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading; weighs, measures and assembles ingredients for regular menu items; sets up and replenishes salad bar; portions food for distribution and meal service, and covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment.

Performs other related duties as assigned

**QUALIFICATIONS:** Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral and written instructions, work safely, and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food and decide when foods are done is required. Must be physically able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stop, reach, push, pull and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training.

**EVALUATION FACTORS (KNOWLEDGE, SKILLS, ABILITIES):** Knowledge of the methods and procedures relating to food presentation. Ability to follow oral and written instructions, work safely and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various food, and the ability to season food according to set procedures.

Continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with assistance.

Works in hot and noisy kitchens. Exposed to steam, fumes and odors. Danger of falling, burns and cuts. Exposed to extreme temperatures when entering walk-in refrigerators or freezer units.

**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.

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."