

# NAF JOB OPPORTUNITY ANNOUNCEMENTS

## 2004 OPEN CONTINUOUS VACANCY ANNOUNCEMENTS

DEFENSE DISTRIBUTION SUSQUEHANNA PENNSYLVANIA (DDSP)  
NONAPPROPRIATED FUNDS DIVISION  
DES-Q, NAF PERSONNEL OFFICE  
8725 JOHN J. KINGMAN RD, SUITE 3428  
FORT BELVOIR, VA 22060-6221  
(703) 767-5373/5241

*CATEGORY: REGULAR FULL TIME, REGULAR PART TIME & FLEXIBLE*

Open: January 1, 2004

**AMENDED**  
10 August 2004

Close: December 31, 2004

***NOTE:*** Positions may be filled on a Regular Full Time (RFT), Regular Part Time (RPT), or Flexible (FLEX) Appointment work schedules. You must indicate on your Application for Nonappropriated Fund Employment (NAF), DA Form 3433 and 3433-1, the title and/or vacancy announcement number of the position for which you are applying and the category of employment you are willing to accept (RFT, RPT, and/or FLEX).

\*\*\*\*Location(s): DDSP - New Cumberland, Mechanicsburg and Fort Indiantown Gap, PA\*\*\*\*

**001-04 CC-1702-01/2 Child & Youth Program Asst. Child Development Svcs DDSP New Cumberland**  
**CC-1702-01/2 Child & Youth Program Asst. DDSP School Age & Youth Svcs DDSP New Cumberland, \$9.34 per hour**

Supervises and interacts with children in a variety of indoor/outdoor activities.

Qualifications: H.S. Diploma/Equivalent; 18 years of age at time of appointment; physically able to lift 40 pounds, walk, bend, stoop and stand on a routine basis; ability to communicate in English (verbal and written); possess and maintain health and freedom from communicable disease.

**002-04 NA-7404-04 Cook DDSP New Cumberland, Mechanicsburg, \$8.68 per hour**  
**NA-7404-04 Cook Fort Indiantown Gap, \$8.87 per hour**

Perform a wide variety of simple cooking tasks. Season food, and arrange food on plates. Under close supervision, cooks a variety of dishes. Operates a variety of kitchen equipment that utilizes gas, electricity, steam, or microwave heat sources. **May be required to work at other work sites. Transportation will be available.** Qualifications: Completion of High School or the equivalent. Creditable job-related experience may be substituted for the education requirement on a 9-months for 9-months basis. Six months of progressively responsible general experience, plus a minimum of 9 months of specialized experience in a food service activity.

**003-04 NA-7405-01 Bar Assistant Fort Indiantown Gap, \$6.90 per hour**

Sets up bars with beverages and condiments prior to opening the bar. Cleans equipment, glasses and utensils and the bar area. Replenishes supplies and disposes of waste materials. Unloads and stacks supplies for storage. Qualifications: No work experience required. Must be able to lift and carry weights up to 40 pounds.

**004-04 NA-7405-03 Bartender DDSP New Cumberland, \$7.98 per hour**  
**NA-7405-03 Bartender Fort Indiantown Gap, \$8.15 per hour**

Mixes and serves a variety of alcoholic beverages to order. Sells beer, wine, soft drinks and snack items. Collects money for beverages or items sold. Operates cash register. Cleans bar equipment and service area. Checks inventory of liquor, beer, wine, and other items. Receives and checks incoming merchandise and places them in proper storage areas. Qualifications: Applicants must have a minimum of six (6) months experience mixing a wide variety of alcoholic beverages for retail sale. Satisfactory completion of a certified bartender training school may be substituted for three (3) months of the required experience.

**005-04 NA-7420-01 Waiter/Waitress DDSP New Cumberland, Mechanicsburg, \$6.91 (Plus Tips) per hour**  
**NA-7420-01 Waiter/Waitress Fort Indiantown Gap, \$6.90 per hour (Plus Tips)**

Sets up tables, including linen, glasses, silverware, candles, etc. Serves food and beverage to order. Receives guests, presents menus, takes orders, secures food from kitchen and serves guests. Present checks to guests after meals. Some positions require taking orders for alcoholic beverages. Qualifications: No experience to six months waiter/waitress experience. Employees handling alcoholic beverages must be at least 18 years of age.

**006-04 NF-2091-01 Cashier/Checker DDSP New Cumberland, Mechanicsburg, \$7-\$9 per hour**  
**NF-2091-01 Cashier/Checker Fort Indiantown Gap, \$7-\$9 per hour**

Operates cash register and performs various related duties. Checks patron's meal tray, rings sales on cash register, collects money and makes change. Stocks supplies (cups, napkins, silverware, etc.). Prepares required paperwork. Keeps work area clean and ready for inspections. May be required to work at other sites. Transportation will be available. Qualifications: Must be able to operate a cash register, and have the ability to add, subtract, multiply and divide at a level necessary to complete reports.

**007-04 NF-2091-01 Sales Clerk DDSP New Cumberland, \$6.50-\$9.00 per hour**

Provides customer service in a retail sales activity. Demonstrates and sells specialized merchandise to customers. Operates a cash register, makes change and completes charge transactions. Maintains merchandise by stocking shelves, displaying goods and keeping the area neat and orderly. Keeps related sales records as necessary. Makes periodic inventory and rents golf carts. Qualifications: Must have the ability to add, subtract, multiply and divide at a level necessary to perform the duties above.

**008-04 NA-5704-05 Forklift Operator (Woodworker) Recycling, DDSP New Cumberland, \$9.37 per hour**

Operates a forklift. Unloads trucks using portable ramps and permanent docks. Responsible for minor maintenance and checks equipment daily. Repairs pallets for storage and shipping of material. Constructs pallets based on work orders. Uses common carpentry tools, band cutters and banders. Qualifications: One year of experience in operating fork lifts (capable of lifting loads weighing less than 10,000 pounds and 168 inches high). Skill in dexterity and safety knowledge of fork lift operation practices. Must be able to obtain and maintain appropriate government licences, a valid PA drivers license and pass the fork lift operators drivers test. Nine months of general experience of wood working practices which demonstrates the ability to use and maintain wood working tools and equipment with skill in dexterity and safety.

**009-04 NF-0189-01 Lifeguard Fort Indiantown Gap, \$8.10 per hour**

Performs lifeguard duties. Rescues swimmers and administers first aid as required. Ensures safety rules are followed. Assists in maintaining the pool. Qualifications: Current Red Cross Lifeguard Training/Community First Aid. Current CPR for the Professional Rescuer. Physical suitability for a strenuous and stressful position. **Copies of current certificates must be attached.**

**010-04 NF-0189-01 Recreation Aid DDSP New Cumberland, \$6.25-\$8.00 per hour**  
**NF-0189-01 Recreation Aid Fort Indiantown Gap, \$6.25-\$8.00 per hour**

Issues tools, equipment and games to authorized customers, checking identification, and collecting fees when appropriate. Receives returned items inspecting for obvious damage and missing parts. In a recreation facility assists in directing patrons, scheduling the use of courts, lanes and equipment. Checks inventories and supplies. Participates in and directs games and social events. Decorates party rooms, and maintains the cleanliness of assigned work areas. Qualifications: Must be 18 years of age in Youth Center and Fitness positions ONLY. Must be able to communicate in English.

**011-04 NA-3502-01/02 Laborer DDSP New Cumberland, \$6.91-\$7.52 per hour**

Vacuums, cleans rugs and drapes. Moves heavy items of furniture and office equipment. Washes and cleans windows inside and outside of building using stepladders, extension ladders, scaffolds, and safety belts. Operates, adjusts blades, cleans and oils mowers. Cuts trees, using ax or chainsaw. Makes minor repairs of outdoor facilities requiring use of heavy power equipment and heavy tools. Loads and unloads trucks, and boxcars. Operates various hand and power equipment. Some positions may require operating vehicles such as a golf cart, car, or truck. Qualifications: Three – six months of laboring experience required. Must be able to use, control, and clean tools and power equipment. Must be able to follow oral/written instructions.

**012-04 NA-5703-05 Motor Vehicle Operator DDSP New Cumberland, \$9.37 per hour**  
**NA-5703-05/07 Motor Vehicle Operator Fort Indiantown Gap, \$9.37-\$10.07 per hour**

Operates vehicles up to one ton capacity to transport supplies, equipment, or furniture. Performs operator maintenance in accordance with established procedures. Drives a passenger bus, with a rated capacity of 21 passengers and above on scheduled trips, to transport military and civilian personnel. Completes trip records and preventative maintenance service records. Qualifications: Must possess a valid drivers license. Must be able to pass a military drivers license test. NA-5703-05: Must have one year of acceptable work experience operating a vehicle having the capacity and gear ratios of the types of vehicles that they may be required to operate. NA-5703-07: Must have 15 months of acceptable work experience operating a vehicle having the capacity and gear ratios of the type of vehicles which he/she may be required to operate.

**013-04 NA-7408-02 Food Service Worker Mechanicsburg, \$7.52 per hour**  
**NA-7408-02 Food Service Worker Fort Indiantown Gap, \$7.48 per hour**

Performs a variety of routine manual tasks in a kitchen or dining area following

established procedures. Sets up cafeteria lines, steam-tables, dining room tables, and side service tands with hot and cold food items, including meats, vegetables, salads, desserts, bread, butter and beverages; replenishes as necessary. Removes dishes and trays from tables after meals. Washes tables and counters. Prepares food by sorting, washing, peeling, and cutting fresh fruit and vegetables. Operates, break downs, and cleans all equipment assigned to the area for food preparation. Clean kitchen equipment such as worktables, sinks and refrigerators. Separates food waste and trash from dishes, glasses, silverware. Loads and operate dishwashers. Stores cleaned dishes, glasses and silverware. Vacuums and shampoos carpets; sweeps and mops kitchen floors. Cleans windows and washes walls. Cleans and sanitizes trash cans; disposes of trash. **Qualification Requirements:** Must have skill and knowledge to perform tasks involving several procedures and be able to concentrate on work assignments despite interruptions and distractions. Must know basic food handling techniques, personal hygiene standards and safe work procedures. Must have the ability to read and understand written material. Frequently lifts and moves items weighing up to 40 pounds. Subject to continuous standing and walking and frequent stooping, reaching, pushing, pulling and bending. May be required to work on ladders and use powered cleaning equipment.

**014-04 NA-3566-02 Custodial Worker DDSP New Cumberland, Mechanicsburg, \$7.52 per hour**

**NA-3566-02 Custodial Worker Fort Indiantown Gap, \$7.48 per hour**

Sweeps floors, hallways, and stairways. Mops, scrubs, strips, waxes, and polishes floor surfaces using standard equipment. Cleans rooms, dusts, distribute clean linen and collect dirty linen. Qualifications: Three months experience required.

**015-04 NA-4820-06 Vend Mach Repairer/Attend DDSP New Cumberland, Mechanicsburg, \$10.07 per hr**

Services vending machines and related equipment. Determines malfunctions and repairs parts.

Replenishes merchandise and maintains appropriate records. Transfers money from coin boxes to moneybags. Operates a motor vehicle to transport merchandise and tools. Qualifications: Must have 15 months experience in the maintenance and repair of machines. Successful completion of technical or vocational training in mechanics repair or automotive mechanics may be substituted for experience requirements. Experience or training must demonstrate the ability to perform noncomplex repair, disassembly, troubleshoot and overhaul tasks. Must have a valid drivers license.

**016-04 NA-7401-04 Food and Beverage Attendant DDSP New Cumberland, Mechanicsburg, \$7.98 per hour**

**NA-7401-03 Food and Beverage Attendant Fort Indiantown Gap, \$8.15 per hour**

Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary.

Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fills beverage dispensers with juices and soft drinks. Sets tables, seat guests, records guest selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Cleans tables and immediate area. Prepares fruits, vegetables, and simple sandwiches. Portions out food, cleans and prepares meats and seafood for cooking. Monitors food to prevent over cooking. Operates light powered kitchen machines. Performs a variety of unskilled manual tasks in order to support a food preparation, serving or dishwashing activity. Ensure product deliveries are placed in proper storage and use areas, stock product and supplies to work areas. **Skills and Knowledge:** Able to work alone and safely, serve uniform individual portions and avoid distractions when several guests ask for different items at the same time. Able to use simple arithmetic. Know proper use of special cleaning and sanitizing solutions. Know simple food handling techniques. **Qualifications:** Be able to work independently, make correct change. Read and write English sufficient to read recipes and complete required reports. Actively bend, stoop, reach, and work in awkward positions. Lift and carry items weighing up to 40 pounds.

**017-04 NA-7408-01 Food Service Worker DDSP New Cumberland, Mechanicsburg, \$6.91 per hour**

**NA-7408-01 Food Service Worker Fort Indiantown Gap, \$6.90 per hour**

Performs a variety of routine tasks in a kitchen or dining area following established procedures. Sets up glasses, silverware, dishes, trays, napkins, condiments, and cold menu items such as salads, desserts, bread and cold beverages on a serving line or tables. Removes dishes and trays from tables after meals. Washes tables and counters. Cleans windows and washes walls. Cleans and sanitizes trash cans; disposes of trash.

**018-04 NF-0303-02 Clerk New Cumberland, \$7.00-\$10.00 per hour**

Performs a variety of clerical and administrative duties in support of the operation for which assigned. Receives and acts on internal actions and requests. Receives maintenance or repair requests, prepares and oversees completion of work orders and purchases. Maintains property accountability records. Prepares issue, turn-in and other transaction documents for non-expendable property. Monitors budgetary expenses. Tracks work order status notifying supervisor of work orders that exceed set standards for completion. Receives telephone calls and visitors, provides required information from own knowledge and office files or refers callers to appropriate person. Follows up with guest on status of emergency work orders. Types various correspondence and reports. Tabulates statistical data into final format. Gathers data and documentation for special projects and prepares briefing support materials. Establishes, maintains or controls suspense logs.

**019-04 NA 7404-06 Cook DDSP New Cumberland, Mechanicsburg, \$10.07 per hour**  
**NA 7404-06 Cook Fort IndianTown Gap, \$10.22 per hour**

Prepares and cooks a variety of menu items. Working alone or with the assistance of a higher-grade cook or supervisor, prepares a variety of foods and desserts according to menu requirements. Follows recipes to prepare items such as soups, stews, casseroles, gravies, sauces, hot cereals, syrups, meatloaf, meatballs, hamburgers, and croquettes. Adjusts recipes for larger or smaller quantities. Roasts a variety of meats such as beef, pork, veal, lamb, fish, and poultry. Grills and deep fries foods. Broils and steams foods. Slices meat by hand and by mechanical means, to specific requirements. Apportions foods for family style servings as well as for plate service. Prepares vegetables and cold food platters. Make a variety of salads and salad dressings. Make sandwiches. Prepares eggs in a variety of ways, French toast, pancakes, and crepes. Makes coffee, tea, and fruit drinks. Follows health and safety precautions to ensure safe preparation and storage of food items. Monitors and maintains appropriate temperature of all food items throughout preparation and service. Brings prepared foods from preparation area to refrigerators or serving area. Picks up items needed for menu preparation, rotating food inventories as appropriate. Takes inventory to determine ordering requirements. Loads hot foods in carts. Sets up and serves food as necessary. Check food for appropriate preparation, temperature, and packaging. Operates kitchen equipment designed to mix and cook food items. Uses, cleans and maintains power kitchen equipment. Keeps cooking utensils cleaned and ready for use. Keeps working area clean in accordance with standard sanitation requirements. Maintains personal hygiene.

**020-04 NA-7404-08 Cook DDSP New Cumberland, Mechanicsburg, \$11.26 per hour**

Uses a full range of quantity cooking and baking procedures from the common or frequently used to the new or complex recipes. Prepares a variety of meats, poultry, seafood, vegetables, sauces, gravies, and baked goods (including cakes, cookies, pies, buns, biscuits and rolls) by following standardized recipes at different levels of difficulty. On a daily basis, assignments may include preparing a number of menu items for one meal (usually four or more). Plans and coordinates a variety of steps to ensure all items are ready for serving at the same time. Uses special or difficult recipes involving many steps, ingredients, or long preparation time to prepare menu items, e.g. creole shrimp, sweet and sour pork, spaghetti sauce. Examines all food for quality and freshness before preparation. Makes substitutions and adjustments in food preparation procedures and seasonings to make food more attractive and to improve taste. Makes modifications to recipes for ingredient quantities, number of servings, and size of equipment available. Directs and provides technical guidance, as required, to lower graded personnel. Monitors preparation of menu items by lower grade cooks and reviews menus and standardized recipes to ensure food items are made correctly. Cleans utensils and equipment after use, observes established safety procedures, and keeps the work area clean and tidy.

**021-04 NF-0189-02 Recreation Assistant DDSP New Cumberland, Mechanicsburg, \$7.50 per hour**

In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints. Provides information and general instructions on the use of equipment, facilities and machinery. Assists patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new equipment, teaching lessons, etc. Plans, conducts, publicizes and arranges support for special events, social activities, tournaments and related functions. May provide work guidance to other staff. Qualification requirements: work experience which involved dealing with the general public.

**VACANCY ANNOUNCEMENT NUMBER 001-04 THROUGH 021-04 ARE OPEN CONTINUOUS ANNOUNCEMENTS. ALL REQUESTS FOR RECRUITMENT FOR THESE POSITIONS WILL BE FILLED BY THE APPLICATION SUBMITTED FOR THESE ANNOUNCEMENTS. PERIODIC CUT-OFF DATES WILL BE**

**ESTABLISHED. APPLICATIONS WILL REMAIN ACTIVE FOR A PERIOD OF ONE YEAR FROM DATE OF SUBMISSION.**

**ELIGIBILITY AND AREA OF CONSIDERATION:** Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligible applicants from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

**OPEN CONTINUOUS (OC) ANNOUNCEMENTS:** Frequency in turnover dictates the need to maintain a pool of applicants for positions shown on OC announcements, even though a specific vacancy may not exist at any given time. When a vacancy develops a cut-off date is established, applications are rated and qualified applicants are referred. This group of qualified applicants will be used to fill vacancies until the next cut-off date is established. Applicants who apply during the intervening period will be rated and considered in conjunction with the next cut-off date.

**EMPLOYMENT PREFERENCE:** (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and **a copy of the sponsor's PCS orders with the application for a position.** Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members:** Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Nonappropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

**EVALUATION METHODS:** Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

**HOW TO APPLY:** Submit DA Form 3433 (NAF Application) ONLY. In keeping with the objective expressed by the Department of the Army (AR 215-3) to select the best qualified candidates available, management reserves the right to fill vacancies by the following methods: Reassignments, promotion, transfer, reinstatement of new appointments.  
**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**BACKGROUND CHECKS:** National Agency Checks (NAC), Criminal Investigation Division (CID) and State Criminal History Repository Checks are required for all positions providing direct services to children under 18 years of age. Installation Records Checks (ICR) are required for all positions. All background checks are a condition of employment for all employees.

**PHYSICALS:** Employment is contingent upon successful completion of a physical.

**EQUAL OPPORTUNITY:** Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

**WHISTLEBLOWER PROTECTION:** Applicants for employment are protected from reprisal in making protected disclosures.

*Defense Logistics Agency NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Request for reasonable accommodation is made on a case by case basis.*

**Drop or Mail Applications to:**

NAF Personnel  
2001 Mission Drive, New Cumberland, PA 17070 or

NAF Personnel, DES-Q  
8725 John J. Kingman Rd, Suite 3428  
Fort Belvoir, VA 22060-6621

*If you have any questions or comments regarding this announcement, please contact:  
DLA NAF Personnel Office, commercial 703 767-5373/5241*