



**Fleet & Family Readiness Programs
NAF Personnel Office**

ANNOUNCEMENT # 9/2020 **AMENDED**

OPENING DATE: 01/01/2020

CLOSING DATE: 12/31/2020

POSITION: COOK NA 7404-06

PAY: \$11.29 PER HOUR

EMPLOYMENT STATUS: FLEXIBLE 0-29 hours per week with no benefits

Schedule may include a rotation of days, nights, weekends, and holidays

LOCATION: CATALINA CLUB

AREA OF CONSIDERATION: General public of CORPUS CHRISTI commuting area as well as spouse preference eligible candidates

DUTIES: PREPARES AND COOKS A VARIETY OF MENU ITEMS INCLUDING REGULAR AND SPECIAL ENTREES AND DESSERT ITEMS. WORKS ALONE OR WITH A HIGHER GRADE COOK TO ROAST, BROIL, BAKE, FRY, BOIL, STEAM, AND STEW MEATS, FISH, AND POULTRY. PREPARES SOUPS, STOCKS, BROTHS, GRAVIES, SAUCES, AND PUDDINGS WITHOUT THE USE OF PACKAGED MIXES. MAKES A VARIETY OF DESSERT ITEMS SUCH AS BAKED ALASKA, CREPES, AND MOUSSES. ADJUSTS STANDARDIZED RECIPES FOR THE NUMBER OF SERVINGS REQUIRED IN LARGE QUANTITY COOKING. MAINTAINS PROPER TEMPERATURE FOR ALL FOODS DURING HOLDING, TRANSPORT, REHEATING, AND SERVING TO ASSURE QUALITY CONTROL AND FOOD SAFETY. PREPARES COLD FOOD PLATTERS; MIXES AND PREPARES COLD SAUCES, MEAT GLAZES, MOLDED ASPICS, AND SALAD DRESSINGS. CARVES VEGETABLES AND FRUITS AS GARNISHES FOR FOOD PLATTERS AND DISHES. MAINTAINS ROTATIONS OF FOOD INVENTORIES TO PREVENT SPOILAGE. MAY ASSIST MANAGEMENT IN PURCHASING AND, MENU PRICING DECISIONS BY PERFORMING YIELD TESTS FOR SELECTED FOODS, IN ORDERING ITEMS IN ACCORDANCE WITH DAILY AND WEEKLY MENU REQUIREMENTS, AND PREPARING FOOD PRODUCTION WORKSHEETS FROM COMPUTERIZED RECIPE FILES. RECEIVES WORK ASSIGNMENTS ORALLY AND IN WRITING FROM SUPERVISOR OR HIGHER LEVEL COOK. PLANS, COORDINATES, AND TIMES ASSIGNMENTS TO ASSURE FOOD ITEMS ARE PREPARED ON TIME AND ARE AT THE PROPER TEMPERATURE. PERFORMS OTHER DUTIES AS REQUIRED.

SKILLS AND KNOWLEDGE: BASIC KNOWLEDGE OF FOOD PREPARATION PRINCIPLES AND A PRACTICAL UNDERSTANDING OF THE PHYSICAL CHANGES THAT OCCUR DURING THE PROCESSING AND COOKING OF FOOD. WORKING KNOWLEDGE OF THE PLANNING PROCESS INVOLVED IN COOKING AN ENTIRE MEAL INCLUDING DIFFERENT PREPARATION METHODS OF VARIOUS FOOD ITEMS, THE NECESSARY TIME FOR COOKING THESE DIFFERENT ITEMS, AND HOW TO SCHEDULE AND COORDINATE PREPARATION TO PRODUCE A PROPERLY COOKED MEAL ON TIME. ABILITY TO EVALUATE A VARIETY OF RAW AND COOKED FOOD ITEMS TO ASCERTAIN THEIR FRESHNESS. KNOWLEDGE OF PRINCIPLES OF FOOD SPOILAGE, FOOD BORNE ILLNESS, AND FOOD SAFETY. PRACTICAL KNOWLEDGE OF METHODS AND PROCEDURES NECESSARY FOR ORDERING, ISSUING, AND STORING FOOD ITEMS IN ACCORDANCE WITH INVENTORY AND SANITATION REQUIREMENTS.

REQUIREMENTS: Incumbent must have a high school diploma or equivalent. Irregular working hours may be required to include early shift, late shift, evenings and special events as required. EMPLOYMENT WILL BE SUBJECT TO COMPLETION OF A NATIONAL AGENCY CHECK WITH INQUIRIES (NACI) WITH FAVORABLE RESULTS. *DIRECT DEPOSIT OF YOUR PAYCHECK IS MANDATORY AND IS A CONDITION OF EMPLOYMENT.

HOW TO APPLY: Forward resume or Non-Appropriated Fund employment application to E-mail address: NASCC_MWR_HR@NAVY.MIL. or FAX resume to 361-961-2891. Website for application: www.navywmrcorpuschristi.com.

Resume-Include name and contact information for at least three (3) professional references in your resume

.OF-306. http://www.opm.gov/forms/pdf_fill/OF306.pdf

.Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

.If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

.If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

.If claiming Military Spouse Preference, a copy of sponsor's orders and Page 2 (applicable for NF-03 and below or equivalent).

.If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

.If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

.If you are a current federal employee, submit your last three evaluations

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