



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

ANNOUNCEMENT # 8/2020 AMENDED

OPEN DATE 01/01/2020

CLOSING DATE 12/13/2020

POSITION: BARTENDER NA-7405-05

PAY: \$10.74 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: THE INCUMBENT PREPARES AND SERVES ALL TYPES OF ALCHOLIC AND NONALCOHOLIC BEVERAGES FROM A FULL SERVICE BAR. MIXES A WIDE VARIETY OF DRINKS TO ORDER, FOLLOWING A VARIETY OF ESTABLISHED RECIPES. RECEIVES PAYMENT OR CHARGES TO MEMBER'S ACCOUNT. MAKES CHANGE AND IS ACCOUNTABLE FOR CASH FUND. MAY ASSIST IN TAKING INVENTORY AND MAINTAINING RECORDS. KEEPS BAR AREA CLEAN AND KEEPS AREA STOCKED PROPERLY AT ALL TIMES. WASHES BAR EQUIPMENT, GLASSWARE, AND UTENSILS. MAY PERFORM OTHER SANITATION DUTIES WITHIN ASSIGNED WORK AREA AS REQUIRED. PERFORMS OTHER RELATED DUTIES AS REQUIRED. (MUST MEET MINIMUM AGE REQUIREMENTS.)

SKILLS AND KNOWLEDGE: ABILITY TO MIX AND SERVE A WIDE VARIETY OF BEVERAGES BY COMBINING INGREDIENTS SUCH AS LIQUORS, SODA, WATER, SUGAR, BITTERS AND FRUIT GARNISHES. SERVES LIQUEUR, BEER, AND WINE, AND IS SKILLFUL IN MIXING SUCH BEVERAGES AS AN ALEXANDER, MARGARITA, ZOMBIE, SINGAPORE SLING, ETC. SKILL TO COMPLETELY SET-UP A BAR AND TO RECOGNIZE IMPENDING SHORTAGES OF SUPPLIES BASED ON THE VOLUME OF BUSINESS AND INSURE THEIR TIMELY REPLACEMENT. ABILITY TO COLLECT TABS, CHITS OR CASH IN APPROPRIATE AMOUNTS AND IS ACCOUNTABLE FOR CASH AND INVENTORY FOR THE PERIOD WORKED. ABILITY TO RECOGNIZE INTOXICATED OR UNRULY PATRONS AND TO RESOLVE THE PROBLEM OR SE/EK ASSISTANCE IF NEEDED.

REQUIREMENTS: Incumbent must have a high school diploma or equivalent. Must also have a state issued driver's license and be over the age of 18. Will need to 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.navywmwrcorpuschristi.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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