



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **04-12**

Position: Food & Beverage Manager
NF 1101-04
\$40,000 to \$50,000 annually (Based on experience)

Open: 27 Jan 2012
Close: 10 Feb 2012

Location: Marine Corps Community Services, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall, Arlington, VA 22214-5003

Department: Food & Beverage Branch

Type of Appointment: Regular Full-Time (35-40 hours/week)

Tour of Duty: 0730 to 1600 Monday through Friday; occasional evenings and weekends. Schedule may be changed based on business requirements.

Area of Consideration: All Sources.

Description of Duties: Responsible for the economic and efficient operation of a full service club, which includes bar service, catering, entertainment, dining service and off premise coffee shop. Implements higher level directives, formulates procedures and programs to ensure higher standards of food and beverage, recreational and entertainment/promotional programs. Establishes, reviews, and evaluates menu planning, catering and food service, purchase of food items, supplies, equipment and materials. Supervises, directs, assists and participates in the preparation and cooking of food. Participates with branch management in establishing financial goals commensurate with market analysis of area. Adheres to proper military and civilian protocol, and coordinates with military and civilian leadership in connection with Club activities. Ensures proper sanitation procedures are carried out per established regulations and policies. Ensures that the alcohol consumption of patrons is monitored and that regulations are followed. Oversees the internal processing of invoices, requisitions, transfers, and inventory reconciliations. Negotiates with vendors for best possible selection, price, delivery schedule, etc. Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares internal office financial plans and related records and reports, and exercises authority on approved budget. Monitors programs on a regular basis, and initiates corrective action to ensure support of operating programs of MCCS. Manages new property resources and may provide direction as to facility renovations and improvements. Develops long range plans in conjunction with internal operating directives, and exercises internal personnel management authorities as delegated by the higher-level supervisor. Directly supervises employees. Counsels and trains employees, schedules and directs work, appraises work performance. Approves or disapproves leave, and personnel actions. Must be alert to substance abuse and take appropriate action. Effectively supports the Marine Corps Equal Employment Opportunity and Sexual Harassment policies, and ensures compliance with fire, safety, and other environmental issues and programs. Maintains and enforces security of funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services, Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

Evaluation Criteria: Applicants who meet basic qualifications will be evaluated and ranked in relative order based on the following job related skills, knowledge, and abilities:

A minimum of four years experience that demonstrates progressively responsible administrative, professional work involving the functions of club operations including professional experience in a variety of food preparation techniques, recipe specifications and development, preferably in a military club. Knowledge and ability to apply cost control techniques, prepare food requiring skill and to teach train others. Must have the ability to use commercial food service equipment. Knowledge of NAF policies and procedures preferred. Must demonstrate ability to deal effectively with all management and patrons, and communicate orally and in writing. This is a mixed position where the incumbent must be able to lift and carry objects up to 45 lbs independently and objects over 45 lbs with assistance.

Applicants will also be rated on the extent and quality of the total experience, education, training and personal qualifications on their applications.

How to Apply: Interested applicants may submit their applications or resumes to the HR Officer at the above address or e-mail hendersonhall.vacancies@usmc-mccs.org. Fax: (703) 979-3648. They may call (703) 979-8420, extension 306, for further information.

Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement and present ID card with "TA" stamped in red on front of card.

As part of the employment process, MCCS may obtain a Criminal Record Check and/or an investigative Consumer Report. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization.

MCCS is a drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

MCCS provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the HR department at 703-979-8420, extension 307. The decision to grant an accommodation will be made on a case-by-case basis. It is DoN policy to provide a workplace free of discrimination and retaliation. For your review, the DoN No Fear Act policy link is <https://www.donhr.navy.mil/NoFearAct.asp>.