

U.S. Department of  
Homeland Security

United States  
Coast Guard



## UNITED STATES COAST GUARD VACANCY ANNOUNCEMENT NONAPPROPRIATED FUND

Nonappropriated Fund employment is considered Federal employment  
but does not confer civil service status

OMB NO: 1625-0120  
Expiration Date: 11/30/2017

**Announcement #:** 2016.147  
**Opening Date:** 6 April 2016  
**Closing Date:** Open Continuously  
**Position:** Food Service Worker  
**USCG MWR Base:** Cape Cod  
**Who May Apply:** All Sources

**Pay Plan/Series/Pay Band:** NA-7408-01  
**Work Schedule:** Intermittent (2-19 hrs/wk)  
**Salary:** \$10.00

**Location:** Cape Cod, MA

### **DUTIES:**

Perform a variety of easily learned manual tasks in food preparation or food service areas; takes and prepares orders, cashiers, serves food and drinks, busses tables and keeps counter areas clean; makes sub sandwiches from cut meats and cheeses etc., prepares salads, combines ingredients on pizza for baking; cleans pots and pans, mops floors and vacuums as necessary. Cuts, scrapes, chops, dices or peels fruits and vegetables; operates electric potato peeler or other simple machines; Sets tables with glasses, silverware, salt, pepper, sugar, condiments and other items such as butter, salads, desserts, bread, etc.; Removes soiled dishes, glasses and flatware from tables and carries to dishwashing area; Cleans tables of paper, other trash, or soiled linens, and wipes tables with towel to remove crumbs or other food particles; scrapes and pre-rinses dishes, glasses, and flatware for washing; Separates food waste and trash; loads dishes into dishwasher.; may hand-wash dishes following prescribed steps; stacks and stores clean dishes; cleans cooking and service equipment such as ranges, ovens, electric or gas fryers, pressure cookers, steam kettles and broilers; drains and cleans coffee and tea urns; scrubs and scours worktables; cleans grease traps in sinks; removes garbage to collection points; cleans woodwork, windows, and display counters; sweeps, mops, and waxes floors; polishes dining area furniture; carries supplies between store room, kitchen and dining areas and runs errands; performs other related duties as assigned.

### **QUALIFICATIONS REQUIRED:**

Must have a PPD test prior to starting; must attend a food safety class and be 16 years of age or older; ability to follow oral instructions and do simple tasks that are easily learned.

### **OTHER ESSENTIAL INFORMATION:**

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as the Standard method of payment for payroll and travel purposes.
- Males born after 12/31/59 and at least 18 years of age must be registered with the Selective Service System, unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S. Code 3378. Selectee will be required to provide a written statement regarding his registration status, unless he is exempted by this statute.
- Must satisfactorily complete a Federal Background check

### **HOW TO APPLY**

You **MUST** submit a resume or any other written format of your choice which clearly identifies: (1) The announcement number, title and pay band of the job you are applying for, and, (2) Information such as full name; mailing address; country of citizenship (U.S. Citizenship required); highest Federal grade or NAF pay band held with job series, title, and dates held (if applicable); a statement requiring proof of veterans' preference by means of DD 214; education; and relevant work experience including start/end dates, supervisor's name and phone number, salary and title, series and grade if experience was with a nonappropriated fund instrumentality of the Federal government. You must also include a copy of your most recent performance appraisal if you are a current Federal or NAF employee. Applications may not be sent in franked Government envelopes; applications filed in this fashion will not receive consideration. If information is not complete, you may be excluded from consideration. To apply, please copy/paste or type the link below into your browser:

**MWR Base Cape Cod  
Cape Cod, MA**

<https://home.eease.adp.com/recruit/?id=15202731>

**Equal Employment Opportunity:** All candidates will be considered without regard to any non-merit factor such as race, color, religion, sexual orientation, national origin, age, disability, or marital status. Your application contains information subject to the Privacy Act (P.L. 93-579-5 U.S. Code 522a.). The information is used to determine qualifications for employment and is authorized under Title 5 of the U.S. Code, Sections 301, 1104, 1302, 2103, 3301, 3304, and Executive Order 997.