



JOB TITLE	Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Club Trilogy
JOB ANNOUNCEMENT NUMBER	FFR18-0036
SALARY RANGE	\$12.33 - \$14.41 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, January 5, 2018
FIRST CUT-OFF DATE	Wednesday, January 31, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-7404-06
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Naval Air Facility Atsugi, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

SUMMARY DUTIES AND RESPONSIBILITIES

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 rotation 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. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

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 for 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 standard formulas used in yield testing. 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.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants

with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Building 978 FFR Personnel Office NAF Atsugi, Japan.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwratsugi.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (if applicable to position requirements), if applicable to position requirements
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.