

Regional NAF Human Resources Office

FLEET READINESS PROGRAM

VACANCY ANNOUNCEMENT

10/22/09

Does not confer to Civil Service Status

POSITION: Recreation Aid (Counter)
Grade: NF-0189-01
Salary Range: \$ 7.50 - \$8.25
LOCATION: FRP, NSA Fitness & Sports
Norfolk, VA 23511

ANNOUNCEMENT # SP-100-09

CLOSING DATE: OPEN UNTIL FILLED

AREA OF CONSIDERATION: OPEN

1 Position, Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary and I-PAY registration is a condition of employment

DUTIES: This position may perform all or some of the following duties as assigned: Checks I.D. cards to assure that only authorized customers utilize the athletic facility. Issues and receives athletic gear/equipment, ensuring the customer completes the gear issue chit. Operates washers and dryers to sort, wash, dry, fold and store athletic gear. Maintains internal controls over gear issue equipment, supplies and resale items. Inventories gear on hand, notifying the supervisor if additional equipment, gear or resale is needed. Answers telephone, taking reservations for the athletic courts (racquetball, tennis, squash, etc.) or facilities. Provides information in regards to facility hours of operation, and upcoming sporting events, etc. Monitors activity within the athletic facility, circulating among the patrons to assist with basic use of the equipment/gear and to maintain good order and discipline. Warns patrons of disorderly behavior or unsafe techniques or practices being utilized. Attempts to resolve problems in a tactful, diplomatic manner. May need to report incidents and enlist the help of the facility manager or manager on duty as needed to address disruptive patrons. Cleans and maintains athletic facilities, performing general janitorial services to ensure interior spaces are in a clean, neat and orderly state at all times. This includes sweeping and mopping floors, dusting and cleaning of workout areas, cleaning mirrors, bathroom and locker areas, and straightening equipment and accessories. May make minor repairs to facilities and equipment. Reports any maintenance problems, material deficiencies and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor. As directed, sets-up/prepares athletic facilities for scheduled sporting events such as basketball, volleyball, table tennis, etc. May assist with outdoor maintenance by cutting weeds, raking, picking up trash and debris and securing equipment as needed. May operate an electric or gas weed cutter and lawn mower. May operate cash register, ringing sales and providing correct change to the patron. At end of shift, completes the Daily Activity Report (DAR), verifying the amount of money collected and dropping the cashier bag into the drop safe. Performs other related duties as assigned.

QUALIFICATIONS: A general knowledge of cleaning procedures, equipment and commonly used cleaning chemicals is required. Must have the ability to understand and carry out basic verbal instructions. Knowledge of basic arithmetic to perform inventory accountability and to compute charges and make change accurately. Skill in the use of basic hand tools to perform minor maintenance and repair. Must be skilled in customer service techniques, tact and good judgment. Basic knowledge in the use of a variety of fitness equipment including free weights is preferred. Must possess CPR and First Aid Certification, or obtain within 30 days of hire.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour of duty, which may include weekends and holidays. May be reassigned on an "as needed" basis to other athletic facilities to cover staff shortages.

FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Human Resources Office, 1200 Fichteler Rd Norfolk VA 23505. Electronic application forms may be requested from and returned to: naf_hr_norfolk@nafpers.hrcoxmail.com
-NOTE: Applications are available in the NAF Human Resources Office. "Unless otherwise specified, all applicants must be 16 and over." If computer access is required, employment subject to successful NAC or equivalent background check.
-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Human Resources Office. No preference is given unless requested and documented.
-MILITARY SPOUSE: Must attach the completed Military Spouse Preference form, a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application. ACCEPTANCE OR DECLINATION OF A REGULAR FULL-TIME POSITION ENDS ABILITY TO CLAIM PREFERENCE.
-VETERAN: Attach copy of DD214
-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE.
-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code to be considered for NAF Employment.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.cnmc.navy.mil/Norfolk

JOBS Line: 440-JOBS (5627)