

## FLEET & FAMILY READINESS

### NAVAL BASE VENTURA COUNTY PORT HUENEME, POINT MUGU AND, SAN NICOLAS ISLAND, CALIFORNIA NON-APPROPRIATED FUND (NAF) JOB OPPORTUNITIES

To establish a roster of eligible applicants to fill positions as they occur, applications will be accepted by the NAF Human Resources Office on a continuing basis for those positions listed below. Applications may be turned in to Building 41, Rm 202, NAF HR Office located at the Port Hueneme base. Interested individuals may apply for positions in the **MWR Department, Child/Youth Program, Recreation Department, Dining Services, and Navy Gateway Inns & Suites** through the voluntary application file. Applicants may specify on their applications whether they prefer to work at the Port Hueneme, Point Mugu or San Nicholas Island (SNI) sites; however employees may be required to work at multiple sites.

**Applicants must submit one (1) copy of their application for EACH position with job title identified, i.e. Recreation Aid (Bowling), Waitstaff, Laborer, for which they wish employment consideration. If numerous job titles are written on one application, applicants will be considered only for the first position specified. As vacancies occur, qualified applicants are reviewed for consideration. Selection will be based on experience and qualifications for the specific position. The NAF Human Resources Office will accept copies of your application, but is unable to make copies for you.**

#### NOTES

- (1) Applicants must meet all physical and minimum qualifications where applicable.
- (2) Competition is restricted to U.S. Citizens and Legal Resident Aliens authorized to work in the U.S.
- (3) Applications remain active for **90 days**, thereafter they will be purged. Failure to respond to phone messages may result in removal from file. Due to the high volume of applications received, the NAF HR Office is unable to notify each applicant of non-selection in the Open Register. Please feel free to reapply after the 90-day period.
- (4) All positions are flexible schedule (0-40 hrs/week) unless otherwise noted.
- (5) **RESUMES WILL NOT BE ACCEPTED WITHOUT NAF EMPLOYMENT APPLICATION (Unless specified otherwise)**
- (6) Please ensure your application is **complete and signed**. Incomplete applications will delay consideration for any possible vacancies.
- (7) **DIRECT DEPOSIT MANDATORY UPON EMPLOYMENT.**
- (8) **RELOCATION EXPENSES NOT AUTHORIZED**

**Must meet Federal Employment suitability requirements and successful completion of background investigation. Background investigations are conducted using fingerprint identification and completion of background inquiry forms**

## OPEN REGISTER LISTING

To request or submit applications you must utilize one of the options below:

Email: NBVC\_MWR\_HRO@navy.mil

Online Application/Open Register: <http://navylifesw.com/ventura/about/jobs/>  
(**Must print hard copy application, sign and submit**)

Drop off location: NAF Human Resource Office  
Bldg. 41, Rm 202  
NBVC Port Hueneme

Mail or FEDEX application: Naval Base Ventura County  
MWR Department Code N92 Port Hueneme Site  
29<sup>th</sup> Ave. BLDG 1180 ATTN: NAF Human Resources  
Port Hueneme, CA 93043

FAX: 805-982-5454

Contact Information: Telephone: 805-982-3108

### **Bartender, NA-7405-03** \$12.52 PER HOUR.

Dining Services (all facilities) and Bowling Center. Must be 21 years of age. Operates a limited service bar.

#### **Experience required.**

**Minimum Qualifications:** Knowledge and skill to mix and serve beverages from a bar which is limited to a few varieties of brands of liquor, soda, beer, and wine. Pre-mixed beverages such as daiquiris are served; however, beverages of the exotic variety are not mixed or served. Knowledge of the correct proportions and mixtures to use in preparing beverages according to name request from patrons and cocktail attendants. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Ability to collect tabs or chits in the appropriate amounts and reconcile them with the quantities and prices of items dispensed. May fry foods in fry basket or use microwave or convection oven.

### **Bowling Equipment Worker, NA-4919-03** \$11.56 PER HOUR

Bowling Center. Makes minor corrective adjustments to bowling alley machinery as necessary. Cleans, oils and conditions lane surfaces. May sweep and mop floors. Dust furniture and fixtures.

**Minimum Qualifications:** Must have manual dexterity necessary to make minor corrective adjustments to machinery and replace fixtures. Skill in the use of common hand tools and ability to perform limited preventative maintenance such as cleaning and oiling equipment and conditioning lane surfaces. Ability to use common cleaning materials and equipment and to safely operate and adjust bowling equipment.

### **Cook, NA-7404-06** \$13.14 PER HOUR

Dining Services, all facilities at Port Hueneme and Point Mugu. **Experience preferred.**

**Minimum Qualifications:** 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 food 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 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.

**Child and Youth Program Assistant CYP-1702-01/02**

Child/Youth Programs. **Must favorably pass the required security background and health checks.** Prior experience working with children and/or youth preferred.

**CY-1702-01-Entry** \$14.06 PER HOUR (must have a HS diploma or GED)

**CY-1702-02-Target** \$17.46 PER HOUR (must have AA/AS or higher in qualified fields or

**CDA/MSA/Completion of Modules with 12 months experience working w/child and youth. Qualified degrees include Early Childhood Education (ECE), Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, Sociology)**

**Minimum Qualifications for all Child and Youth Program Positions:** At least 18 years of age and a high school diploma or equivalent. Speak, read and write English. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to promote and foster effective working relationships with children, youth and co-workers. Must be able to bend, twist, stoop, and kneel, and be physically able to perform duties with children at their height level, sit on the floor, sit on down-sized furniture and participate in children's recreational activities. Prolonged standing, walking and sitting is required. **REQUIREMENT: Pre-employment drug test required. Position subject to random drug testing. Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.**

**Custodial Worker, NA-3566-02** \$11.03 PER HOUR.

Janitorial, Navy Getaways & Dining Services. Performs one or more of the following duties; scrubs and polishes floors, keeps restrooms clean, cleans and disinfects lavatories, dusts ledges and woodwork. **Experience preferred.**

**Minimum Qualifications:** Knowledge and skill sufficient to read signs follow simple oral and written instructions. Ability to work safely while moving light weight objects. Ability to use powered equipment and perform minor maintenance on this equipment. Ability to learn Material Safety Data Sheets.

**Fitness Instructor (Recreation Assistant) NF-0188-03** Starting at \$14.24-\$22.00 PER HOUR

Bee-Fit Wellness Center and Athletics Department. Plans, organizes, and conducts a physical fitness program that provides conditioning programs for authorized patrons.

**Minimum Qualifications:** In accordance with Navy Fitness Standards applicants must have either a degree in health, fitness, or related field, OR minimum two years' experience performing group exercise or personal training (must obtain a fitness certification from nationally accredited organization, within 90 days of hiring) OR certification from an accredited certifying health and fitness organization with at least one year related experience.

**Food Services Worker-Child and Youth Programs, NA-7408-04** \$12.09 PER HOUR

**Experience required. Must successfully pass the required security, background and health checks. Must be 18 years of age.**

**Minimum Qualifications:** Basic knowledge of the methods and procedures relating to food preparation in small quantities and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time.

**Food Service Worker, NA-7408-01/02** \$11.03 PER HOUR

Dining Services. **Food Service experience preferred.**

**Minimum Qualifications:** Understanding of basic food handling techniques. Ability to follow oral instructions and perform routine manual tasks involving few steps. Must have an understanding of personal hygiene standards and simple food handling techniques such as wearing a hairnet, washing hands before cleaning food, and not touching rims of cups. Ability to read and understand written instructions and material such as scheduled, menus and recipes. Salary is based on level of experience.

**Front Desk Clerk-NF-0303-02** Starting \$12.61 PER HOUR

Navy Gateway Inns & Suites. Receives room requests and processes reservations. Records and enters all reservations into the property management system. Prepares Daily Activity Records and deposits cash receipts.

**Minimum Qualifications:** Requires one year of work experience that demonstrates knowledge of basic principles, concepts, standards and regulations related to front desk and/or reservation operations. Must be skilled in the use of a personal computer and various software programs. Must have basic math and reading skills. Must be able to communicate clearly and effectively with management, staff and guests. Ability to control, account for and handle large amounts of cash.

**Gardener (NGIS) NA-5003-04** \$12.09 PER HOUR

Maintains appearance of external areas of buildings that may include various landscaping/gardening needs. May assist with maintenance/care of building exteriors as needed. May be required to greet guests at time of arrival and offer assistance with luggage, directions, base services, and local area information. May be required to store and track guest luggage in a secure area.

**Minimum Qualifications:** Knowledge of seasonal gardening tasks and procedures as well as environmental rules and regulations is required. Ability to detect plant disease and unusual plant growth. Ability to operate and maintain a variety of gardening hand and/or power tools. Minimum of 6 months basic grounds/building maintenance preferred. A valid driver's license is required

**Housekeeper, NA-3566-02** \$11.03 PER HOUR

Navy Gateway Inns & Suites. On a daily basis dusts, waxes/polishes furniture, changes waste basket liners and sweeps and vacuum rooms. Cleans and sanitizes bathrooms and ensures that they are properly restocked with supplies, amenities and linen.

**Minimum Qualifications:** A general knowledge of cleaning procedures, cleaning equipment, commonly used chemicals and basic safety is required. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

**Laborer (Grounds), NA-3502-03** \$11.56 PER HOUR

Golf Course, Athletics Department. Assists in the upkeep of the Golf Course greens or MWR outdoor facilities and playing fields.

**Minimum Qualifications:** A certain degree of manual skill is required in using necessary hand tools and in operating simple power equipment. Continual care must be exercised by the incumbent because of the nature of the tools and equipment used, and the weight of the objects handled. Knowledge of general grounds keeping skills desired. Skill and knowledge to operate, control and clean heavy power equipment. A valid driver's license is required.

**Laborer (NGIS), NA-3502-03** \$11.56 PER HOUR

Assists in the maintenance of facility and the moving of furniture and equipment. May be required to greet guests at time of arrival and offer assistance with luggage, directions, base services, and local area information. May be required to store and track guest luggage in a secure area.

**Minimum Qualifications:** A certain degree of manual skill is required in using necessary hand tools and in operating simple power equipment. Continual care must be exercised by the incumbent because of the nature of the tools and equipment used, and the weight of the objects handled. Knowledge of general grounds keeping skills desired. Skill and knowledge to operate, control and clean heavy power equipment. A valid driver's license is required.

**Laundry Worker, NA-7304-02** \$11.03 PER HOUR

Navy Gateway Inns & Suites. Sorts, washes, dries, folds, bundles, wraps, and issues linen. Operates commercial washers, dryers and ironing press; paying special attention to detail while working with the laundry to prevent staining, over-bleaching, or over-starching. Picks up and delivers laundry to various facilities.

**Minimum Qualifications:** Able to apply general knowledge of processes, chemicals (including MSDS), and equipment associated with laundry services.

**Lifeguard NF-0189-01.** \$10.50 PER HOUR

The primary purpose of this position is to ensure the safety of the patrons using the swimming pools, enforcing rules, regulations and providing assistance as needed.

**Minimum Qualifications:** Applicant must be currently certified in Lifeguard Training, CPR for the Professional (Title 22) and Standard First Aid by the American Red Cross or equivalent. Must show the ability to pass both a skills and written test and swim 300 yards. Must have the ability to size up emergencies and adopt effective courses of action. Requires the ability to communicate both verbally and in writing as well as the ability to understand and comprehend rules, regulations, policies and procedures. Applicant will need to be able to maintain excellent public relations and capably exercise control over a group of people.

**Recreation Aid, NF-0189-01** Starting at \$10.50 PER HOUR.

Various recreational facilities: Auto Hobby, Bowling Center, Beach Motel, Coffee Net/ Surf Net, Theater, Golf, RV Park.

**Minimum Qualifications:** Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Applicant must have the knowledge of basic mathematics. Computer experience may be required in some positions. Six months experience in the assigned recreational activity is desired.

**Recreation Aid (Recreation Department) NF-0189-01** Starting at \$10.50 PER HOUR.

Support of Community Recreation program that may include various MWR events, information/resources, command events, visiting ships or fleet support, trips, tours, outing, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or similar MWR Recreational services.

**Minimum Qualifications:** Must have a high school diploma or GED. Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Applicant must have knowledge of basic math calculations and computer operations. Basic custodial tasks, e.g. sweeping, mopping, wiping, etc.

**Recreation Aid (San Nicholas Island), NF-0189-01** Starting at \$12.00-\$13.00 PER HOUR.

Various recreational facilities at San Nicolas Island (Incumbent will be required to fly to and from the Island which will be coordinated/provided by employer; **Lodging accommodations available.** May be required to remain on island for up to two weeks due work requirement or inclement weather).

**Minimum Qualifications:** Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Applicant must have the knowledge of basic mathematics. Computer experience may be required in some positions. Six months experience in the assigned recreational activity is desired.

**Recreation Assistant (Athletics) NF-0189-02** Starting \$12.61 per hour

Incumbent is assigned to one or more specialized recreational activities within Fitness/Athletics. Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Setting up gymnasiums and playing fields for sports events; Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinates details of recreational activities and maintains related supplies.

**Minimum Qualifications:** One to two years' experience in a related recreational activity. (Qualifications applicable to the specialization may be established locally).

**Supply/Linen Technician NF-2005- 01** Starting at \$10.50 PER HOUR

The incumbent is responsible for the inventory of supplies and linen used in support of the operation. Prepare purchase request forms/documents for approval and places orders for APF/NAF purchases, where appropriate. Maintains assigned storerooms and linen storage spaces and is required to maintain a minimum of 90% inventory accuracy receives and counts linen received from the commercial laundry service or onsite laundry operation. Performs other related duties as assigned

**Minimum Qualifications:** Preferred 6 months of work experience that demonstrates incumbent knowledge of inventory management including purchasing procedures and computerized record keeping. Must be skilled in the use of a personal computer and various software programs. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing in English.

**Swimming Instructor/ WSI (Recreation Assistant) NF-0189-02** Starting at \$12.61 PER HOUR.

Responsible for instructing and teaching various swimming skills, styles, and basic diving to various age groups. Ensures all water safety rules are observed by swimmers, utilizing a good knowledge of all aspects of water safety. Observes swimmers and ensures all participants are accounted for at all times. May lead the work of other lifeguards. May act as a pool lifeguard performing rescue work.

**Minimum Qualifications:** Must possess Water Safety Instructor (WSI), current Cardio-Pulmonary Resuscitation (CPR) and basic first aid certificates. Must have one to two years of related experience. Dexterity to handle a person in the water who may panic or be unconscious. Understanding or and ability to enforce rigid safety regulations to ensure maximum protection of swimmers. Ability to use equipment to take pool and environmental readings. National and state background checks are required for positions that involve working with youth programs.

**Wait staff, NA-7420-01.** \$10.50 PER HOUR.

Dining Services, all facilities at Port Hueneme and Point Mugu. Experience preferred. Performs food and beverage functions along with housekeeping activities such as the following: secures clean linen and appropriate glassware and silverware, refills food and beverage containers and performs emergency cleanup services. Cleans tables and prepares them for new guests.

**Minimum Qualifications:** Knowledge of proper food handling and sanitation techniques. Knowledge of proper table setting techniques. Familiar with popular beverages and wines is desirable. Ability to follow oral instructions; performs routine manual tasks involving few steps. Must have an understanding of personal hygiene standard

**THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER**

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the number above. The decision on granting reasonable accommodations will be on a case-by-case basis.

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