

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 through USA Jobs on a continuing basis for those positions listed below. Applications must be submitted via USA Jobs. 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 apply for EACH position for the job title identified, i.e. Recreation Aid (Bowling), Waitstaff, Laborer, for which they wish employment consideration. As vacancies occur, qualified applicants are reviewed for consideration. Selection will be based on experience and qualifications for the specific position.

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) Please ensure your application is **complete and signed**. Incomplete applications will delay consideration for any possible vacancies.
- (6) **DIRECT DEPOSIT MANDATORY UPON EMPLOYMENT.**
- (7) **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 submit applications you must utilize apply via USA Jobs:

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

FAX: 805-982-5454

Contact Information: Telephone: 805-982-3192

Bartender, NA-7405-03 \$16.50 PER HOUR.

<https://www.usajobs.gov/job/653429100>

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.

Cook, NA-7404-06 \$18.75 PER HOUR

<https://www.usajobs.gov/job/653614000>

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.

Fitness Instructor (Recreation Assistant) NF-0188-03 Starting at \$19.50 PER HOUR

<https://www.usajobs.gov/job/600918000>

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.

Laborer (Grounds), NA-3502-03 \$16.50 PER HOUR

<https://www.usajobs.gov/job/635861700>

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.

Lifeguard NF-0189-01 \$15.00 PER HOUR

<https://www.usajobs.gov/job/592223900>

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 (Recreation Department) NF-0189-01 Starting at \$15.00 PER HOUR.

<https://www.usajobs.gov/job/600919900>

Various recreational facilities: Auto Hobby, Bowling Center, Beach Motel, Coffee Net/ Surf Net, Theater, Golf, RV Park. 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 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 \$16.80 per hour

<https://www.usajobs.gov/job/595957000>

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).

Swimming Instructor/ WSI (Recreation Assistant) NF-0189-02 Starting at \$18.00 PER HOUR.

<https://www.usajobs.gov/job/646132100>

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 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.

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.

