



FLEET READINESS DEPARTMENT

U.S. NAVAL STATION, ROTA, SPAIN
PSC 819 BOX 14
FPO AE 09645-2000

VACANCY ANNOUNCEMENT: **017-22**
POSITION TITLE: **RECREATION AIDE, NF-0189-01**
VACANCIES: **1**
LOCATION: **Fleet Readiness, MWR – Golf Course (Rota)**
EMPLOYMENT CATEGORY: **Flex Schedule (From 0 to 40 Hours/Week)**
HOURLY RATE: **\$15.00**
OPENING DATE: **5 July 2022**
CLOSING DATE: **4 August 2022- Cut-Offs every two weeks
(First cut-off: 18 July 2022)**

AREA OF CONSIDERATION:

U. S. citizens in the commuting area who are authorized sponsors or command-sponsored dependents of civilian and military personnel.

INTRODUCTION:

This position is located at the Golf Course of the Morale, Welfare and Recreation Department, US Naval Station Rota, Spain. The purpose of this position is to assist the Golf Course Manager in providing quality service to patrons.

DUTIES:

This position is located at Golf Course, MWR Department, and Rota, Spain. The incumbent assists the Golf Course Manager in providing quality service to patrons. Open and closes the facility. Greets customers, answers telephones, and provides information. Prepares and serves hot and cold snacks, sodas, beer, wine, etc. and refills food and beverage containers. Sells golf equipment and accessories, operates a cash register, collects monies and makes change. Responsible for funds, receipts, and inventories. Prepares Daily Activity Reports and other forms as required. Maintains a clean and hazard free work area and observes operating policies, safety and sanitary regulations. Maybe required on occasion to assist in course maintenance with range ball and flag stick pick up, and golf cart retrieval and storage. Monitors golf cart rental and golf club rental. Performs other duties as assigned

Qualification Requirements: Six (6) months of general experience **OR** one (1) year of education above high school.

General Experience: any type of work that demonstrates the applicant's ability to perform the work of the position.

Must be familiar in dealing with the public on a daily basis and with cash register operations, cash handling and reporting. Must be of legal age to serve alcoholic beverages. Familiarity with the game of golf is preferred. Knowledge of the Spanish language is also preferred. The incumbent must be able to stand long hours and work rotating shifts, nights, weekends and holidays.

CONDITIONS OF EMPLOYMENT:

- This position requires successful completion of: **physical examination, Local Background Investigation and NACI Background.**
- Selected applicant **will not lose any entitlement for future spouse preference eligibility** (NAF/GS positions).
- The incumbent will be required to work **nights, weekends, holidays and split shifts.**
- Selected is subject to **direct deposit** of pay.
- Persons who are US Citizens with residency in Spain and persons who have dual nationality (US and Spanish) are not employable in a US position.
- If selected, military personnel must provide this office with written authorization from their command to work during off-duty hours.
- **NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility.**
- To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

HOW TO APPLY:

Applicants must submit the Employment Application form or resume and applicable required documentation (see below) to FR Personnel Office or by email to n92_nafhro@eu.navy.mil.

Please ensure that your application contains all the information requested in this vacancy announcement and the Employment Application form. If your application does not provide all the information requested, you may lose consideration for the position.

REQUIRED DOCUMENTS:

- Employment Application form or Resume
- Family Member Status form (if submitting a resume)
- Declaration for Federal Employment (OF306)
- Overseas Residency Questionnaire
- Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization.
- Additional documents
 - Current or former NAF/APF Employees: copy of most recent PAR/SF50
 - Military Retired: Copy of DD214
 - Proof of Education (official transcripts) if it's required for the position

To ensure appropriate credit for education, please attach copies of transcripts, certificates or other acceptable evidence to your application.

For further information, call the Personnel Office at DSN# 727-1525, DSN# 727-1723 or #727-1375 (commercial phone #956-82-1525, #956-82-1723 or #956-82-1375) or email to n92_nafhro@eu.navy.mil.