



JOIN THE TEAM!

Fleet & Family Readiness Programs

Supporting our military. Work that matters!



OPERATIONS ASSISTANT – FLEXIBLE

Announcement Number: 24-12377094

Primary Location: NBK Bremerton – All American

Pay Range: \$19.86 - \$20.00 per hour

Open: 04/04/2024 – 06/30/2024

WHAT YOU GET:

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- Retirement Savings – 401K plan will match up to 3% of your salary
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- Oversees food business operations and events at the All American restaurant.
- Ensures efficient operation in accordance with regulations and procedures.
- Promotes good patron relationships and enhanced image of the facility.
- Works with the facility staff for a faster service and smooth operation.
- Coordinates with Manager to schedule employees to ensure adequate manning for routine operations.
- Inspects facilities and employees on proper work clothing and cleanliness.
- Performs monthly inventories.
- Occasionally, makes unscheduled cash counts. Ensures that proper cash handling procedures are followed.
- Prepares a report of all significant occurrences/incidents during shift (e.g. staffing issues, equipment break down or repair).
- Identifies and resolves problems that may arise.
- Performs other related duties as assigned.

WHAT YOU NEED TO KNOW:

- A minimum of one-year experience, which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Must be available to work days, nights, weekends, and holidays.
- Knowledge with cash handling procedures and sales operation system.
- Must have the ability to learn and become efficient at provided Point of Sale system and computerized accounting software.
- Must possess a sharp people oriented personality to include tact and diplomacy in dealing and communicating with people to influence, obtain cooperation and assistance.
- Ability to communicate both orally and in writing, and to provide work direction.
- Must have the ability to render decisions.
- Must present a neat, well-groomed appearance.
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CONDITIONS OF EMPLOYMENT:

- Successful completion of National Agency (NACI) background check required
- Duties are performed primarily indoors.
- Work may include prolonged hours of standing and walking as well as lifting lightweight objects.
- Must be able to work a schedule that meets the needs of the program

OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. 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.

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