



JOB TITLE	Night Manager
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Club Alliance
JOB ANNOUNCEMENT NUMBER	FFR17-0781
SALARY RANGE	\$30,000.00 - \$40,000.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Tuesday, October 31, 2017
FIRST CUT-OFF DATE	Tuesday, November 14, 2017
CLOSING DATE	Friday, December 29, 2017
SERIES & GRADE	NF-1101-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Applicants

****Position is pending classification. Amended Closing Date from Open Until Filled to 12/29/17.**

JOB SUMMARY

This position is that of Night Manager, providing management support to the Club Division of the Morale, Welfare and Recreation (MWR) Department, U.S. Commander Fleet Activities, Yokosuka, Japan. The purpose of this position is to provide operational management at the assigned Club during periods when responsible Club Manager is absent and to the represent senior management to the public during such periods.

DUTIES AND RESPONSIBILITIES

Supervises the food, beverage, and administrative functions, insuring that all sections are manned and operational, all health, sanitation, and safety regulations are followed. Conducts periodic walk-through of each operating area, being alert to improper behavior on the part employees, fire, and responding patrons' complaints, questions, suggestions, and comments as required. Settles disputes among customers and between customers and employees, and resolves other problems that arise. Determines when serious problems or emergency situations make necessary notifying Club Manager or Division heads, and takes immediate action necessary prior to the arrival of senior personnel. Records all significant incidents, accidents, or complaints and forwards such reports to the Club Manager. Responsible for ensuring Club regulations are enforced. Ensures proper cash handling procedures are followed by investigates; discrepancies and makes recommendations to the Club Manager regarding appropriate action to be taken. Performs surprise cash counts of change fund. Submits employee work schedules, work assignments, and evaluations to the Club Manager for final approval. Make recommendations regarding employment, promotions, and disciplinary actions. Carries out EEO policies and communicates support to subordinates. Assist the Club Manager/Caterer in planning special events/parties and ensures that special events/parties are set up and accomplished as planned. Provides input and recommendation upon completion of events to improve future events. Ensures building is secured and a fire check is made at the end of the night shift. Performs other incidental duties as assigned.

QUALIFICATIONS REQUIRED

Knowledge of standard club practices and procedures regarding patron entitlements, routine, inspections of the facility hours of operation, employee work scheduling, assignments, and counseling; knowledge of local club reporting. Practices, and procedures in order to prepare, assemble, coordinate and process various activity reports on assigned topics.

Knowledge of extensive administrative methods and practices involved in the operation of clubs to perform selected work assignments such as inspection of the facility for cleanliness, physical condition of furnishings and equipment, operating conditions of equipment, handling of patron complaints and providing general assistance to the Club Manager.

Knowledge of organizational workload, procedures, and processing of standard food, bar, and administrative cost controls.

Knowledge of management procedures and general business principles and practices related to the

management and control of a continuing club program.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navy.mwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send via email to: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navy.mwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-

selection.