



Naval Academy Business Services Division
Job Announcement Number: 24-058
Vacancy Open: July 26, 2024 – August 9, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Recreation Assistant, NF-0189-02

Flexible (0-40 hours weekly, Non-benefited)

\$18.00/hour

JOB SUMMARY

The incumbent of this position works for the Naval Academy Business Services Division as the Facility Attendant of the Brigade Sports Complex (BSC). They are responsible for assisting in the daily operations and facility usage across all athletic centers at the BSC to ensure customer satisfaction in a safe, clean environment by performing necessary work and supervision of team members.

The BSC Recreation Assistant is a multi-faceted position in a fast paced and exciting environment, ranging from Front Desk to ice rink duties. Employees of the BSC often learn a variety of new skills, such as driving the ice resurfacer, ice rink maintenance, skate sharpening, and racket stringing

Flexible scheduling is available, with potential 4-8 hour shifts in Mornings, Afternoons, Evenings, Weekdays and/or Weekends.

DUTIES & RESPONSIBILITIES

- Greet guests and members of the facility and provide customer service operations to include facility information and offerings and payment processing
- Manage BSC front desk phone, answer questions, schedule tennis court time, and take messages
- Use Point of Sale (POS) system to accept payment for facility offerings, court reservations, guest fees, member enrollments, group classes, etc. Follow daily transaction, opening and closeout procedures
- Monitor activities and patrons within the facility enforcing rules and policies and ensuring safe conditions, and report any unsafe conditions to the manager
- Provide customers service relations for scheduled birthday parties, ensure the safe and satisfied delivery of contracted requirements for the event
- Monitor ice skating activities within the Hockey Arena enforcing rules and policies and ensuring safe conditions, and report any unsafe conditions to the manager. Issue and return ice skates to customers as required
- Be familiar with and ensure that BSC rules and emergency and safety procedures are followed
- Perform cleaning duties such as mopping, sweeping, taking out trash, and other janitorial duties as assigned
- Fulfill all BSC training requirements
- Enforce BSC rules and use decision-making skills to professionally and appropriately address rule infractions and other incidents
- When proper training and approvals are obtained, operate, monitor, and maintain equipment (skate sharpener, racquet stringing machine, resurfacer, ice edger, compressors, etc.)
- Other duties as assigned by the Assistant Operations & Front Desk Manager or Facility Supervisor
- The work requires moderate walking, observing, working with hands, sometimes working with equipment, and moderate to heavy lifting.
- Work is performed in an office, various facilities, sometimes cold wet sports environment, crowded areas, and outdoors. Occasional exposure to some refrigeration chemicals (Freon, Glycol).

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have 6 months customer service experience, and strong verbal and written communication skills.
2. Incumbent must have experience and proficiency working with Microsoft Word and Excel, experience with point of sales software, and the ability to adapt to new programs.
3. Incumbent must have the ability to multi task, be a self-starter, and be willing to learn new skills.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.

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 office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.