



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 21-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: COOK, NA-7404-08

AGENCY: U.S. Army Garrison-Michigan (Selfridge)

LOCATION: MWR FUND, Operations Branch-Golf Activities
Selfridge ANG Base, MI 48045

SALARY: \$13.67 per hour

DUTIES: Uses a full range of quantity cooking and baking procedures from the common or frequently used to the new or complex recipes. Prepares a variety of meats, poultry, seafood, vegetables, sauces, gravies, and baked goods (including cakes, cookies, pies, buns, biscuits and rolls) by following standardized recipes at different levels of difficulty. On a daily basis, assignments may include preparing a number of menu items for one meal (usually four or more). Plans and coordinates a variety of steps to ensure all items are ready for serving at the same time. Uses special or difficult recipes involving many steps, ingredients, or long preparation time to prepare menu items, e.g. creole shrimp, sweet and sour pork, spaghetti sauce. Examines all food for quality and freshness before preparation. Makes substitutions and adjustments in food preparation procedures and seasonings to make food more attractive and to improve taste. Makes modifications to recipes for ingredient quantities, number of servings, and size of equipment available. Directs and provides technical guidance, as required, to lower graded personnel. Monitors preparation of menu items by lower grade cooks and reviews menus and standardized recipes to ensure food items are made correctly. Cleans utensils and equipment after use, observes established safety procedures, and keeps the work area clean and tidy. Performs other duties as assigned.

CONDITION OF EMPLOYMENT: Electronic Fund is Transfer (EFT) is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Successful completion of high school, vocational school, or equivalent. Creditable job-related experience may be substituted for the education requirement on a 9-month for 9 month basis, and 5 years of journeyman level cooking experience in a restaurant, cafeteria, or comparable food service establishment, with at least one year of training under a competent chef. A favorable security check is required.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **21-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.
2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.
3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.