



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

REPLY TO  
ATTENTION OF:

**ANNOUNCEMENT NUMBER 25-04**

**FLEXIBLE**

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004  
CLOSES: OPEN CONTINUOUS

**TITLE:** FOOD SERVICE WORKER, NA-7408-02

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

**LOCATION:** MWR FUND, Theme Operations – Mulligan’s  
Selfridge ANG Base, MI 48045-4959

**SALARY:** \$7.99 per hour

**DUTIES:** Performs a variety of tasks having several steps or a sequence of tasks that requires attention to work operations in a kitchen or dining area following established procedures. Sets up cafeteria lines, steam-tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butter, and beverages; replenishes as necessary. Serves food by order and proper proportion. Breaks down and cleans tables and area when meal is finished and returns dishes and food to the kitchen area. Brews coffee according to the number of servings required. Assembles or tosses fresh fruit and green salads in quantity using prepared dressings and portions into standard serving sizes. Makes cold sandwiches using prepared ingredients. Washes tables and counters. Operates, breaks down, and cleans all equipment assigned to the area for food preparation. Cleans kitchen equipment such as worktables, sinks and refrigerators. Scrapes, soaks, scours, and scrubs heavy cooking utensils such as mixing bowls or pots. Separates food waste and trash from dishes, glasses, and silverware. Loads and operates dishwashers. Stores cleaned dishes, glasses and silverware. Vacuums and shampoos carpets; sweeps and mops kitchen floors. Cleans exhaust vents, hoods, windows, ceilings, and walls. Cleans and sanitizes trash cans; disposes of trash. Unloads and stores food from delivery trucks. Performs other duties as assigned.

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

**QUALIFICATION REQUIREMENTS:** Applicant must be able to follow simple oral instructions, be able to use hand tools for cleaning, and use hand tools and kitchen utensils for cleaning and operating simple machines. Incumbent must be able to lift and carry object weighing up to 45 pounds. Carry food trays, pans and push food carts, and stand and walk for long periods of time. Exposed to extreme temperatures, danger of slipping on floors, minor cuts, and bruises.

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

## **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 **25-04** 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.