



FEDERAL EMPLOYMENT OPPORTUNITIES

NAF HUMAN RESOURCES OFFICE

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Full & part time positions with a variety of schedules available!

Wage progression, benefits, vacation and holiday pay!

NAF VACANT POSITIONS as of 26-MAY-2010

ANN. #	POSITION/GRADE	EMPLOYMENT CATEGORY ⁽³⁾	PAY RATE	LOCATION	OPENING DATE	CLOSING DATE
C9	WAITER/WAITRESS (BANQUET), NA-7420-01	FLEX	\$8.15 PH	CONSOLIDATED CLUB	Continuously Open	
C10	WAITER/WAITRESS (DINING ROOM), NA-7420-03	FLEX	\$9.65 PH	CONSOLIDATED CLUB	Continuously Open	
L5	GUEST SERVICES REPRESENTATIVE, NF-0303-I	REG	\$8.50 PH	LODGING	Open Until Filled	
M6	CUSTODIAL WORKER (HOUSEKEEPING), NA-3566-01	FLEX	\$8.15 PH	LODGING	Continuously Open	
V1	ANIMAL HEALTH TECHNICIAN, NF-0704-II	FLEX	\$10.00 PH	VETERINARY CLINIC	Open Until Filled	
V3	VETERINARY MEDICAL OFFICER, NF-0701-IV	FLEX	\$35.00 PH	VETERINARY CLINIC	28-APR-2010	01-JUN-2010
K4	LIBRARY TECHNICIAN (TECHNICAL SERVICES), NF-1411-II	REG	\$10.00 PH	LIBRARY	Continuously Open	

⁽¹⁾ **DOE** = Depends on experience and/or education. ⁽²⁾ Entitled to shift differentials and automatic wage increases.

⁽³⁾ **REG** = Positions have a set of guaranteed scheduled work hours per week and are eligible for group life and health insurance, holidays, paid leave, and optional retirement and employer matching 401(k) savings plans. ⁽³⁾ **FLEX** = Positions are not guaranteed set scheduled hours, but may work a recurring schedule. Some positions require mandatory use of a uniform and require uncommon work schedules to include weekends, holidays and rotating shifts. All employees of the 56th Force Support Squadron are eligible to use all facilities under the direction of the 56th Force Support Squadron (except veterinary clinic and military dining facilities) A list of NAF continuously open positions will soon be available at the link listed above.

Selected internal NAF applicants' pay may be set above the listed per hour rate, IAW applicable NAF pay setting rules.

“All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit”

LUKE AFB IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER THIS FORM MUST BE POSTED ON ALL NAF EMPLOYEE BULLETIN BOARDS

****JOB DESCRIPTIONS AND QUALIFICATIONS - Below****



**NONAPPROPRIATED FUND VACANCY #C9
WAITER/WAITRESS (BANQUET) NA-7420-01, \$8.15 PH**

Position located with the 56 FSS Consolidated Club, Luke AFB, AZ, with **FLEX** employment category.

DUTIES AND RESPONSIBILITIES: The purpose of this position is to serve food, pre-selected and ordered by arrangement, and limited to banquet (group) service. As directed, secures linen, glassware and silverware, depending on the particular format. Readies groups of tables for food and beverages. Following specific instructions and rigid time schedules, secures food from kitchen, and carries beverages from bar and serves customers. Refills food and beverage containers and performs emergency cleanup services. Answers simple questions concerning menu items and food served. Cleans and prepares tables for further use. Performs other related cleaning duties as time permits including the preparation area, kitchen and dining room. Performs other related duties as assigned. Requires use of both arms, hands and legs. Prolonged standing, walking, reaching and lifting.

QUALIFICATION REQUIREMENT: No previous experience or training is required. Must be able to follow simple oral instructions and prepare checks for patrons. Must be physically able to stand, stoop, bend and walk for long periods of time. Must be able to frequently lift and carry objects weighing up to 10 pounds. Must meet the appropriate minimum age requirement for serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate and/or complete food handlers training. Must be able to communicate with customers and possess skill in dealing with the public. Must satisfactorily complete a pre-employment physical and an installation background check.

**NONAPPROPRIATED FUND VACANCY #C10
WAITER/WAITRESS (DINING ROOM) NA-7420-03, \$9.65 PH**

Position located with the 56 FSS Consolidated Club, Luke AFB, with **FLEX** employment category.

DUTIES AND RESPONSIBILITIES: Discusses menu with supervisor and familiarizes self with menu prior to opening. Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linen and placing glasses, condiment holders, flowers, candles or lamps, and silverware on table. Prepares side tables with silverware, bowls of ice and other extras that may be required during the meal. Receives guests and takes orders. Writes guests' orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedule, secures food from kitchen, and places dishes by course in front of each person. Continues to provide service as needed and requested by guests. Following completion of meal, gives check to guest, who may pay cashier or the waiter or elect to sign the dining room guest check when authorized. Removes soiled dishes, glasses and silverware, or requests food service worker to do so. May perform cleaning duties as time permits, such as sweeping, mopping, and so forth, in assigned area, or cleaning entryways. May perform dishwashing or other functions in an emergency.

QUALIFICATION REQUIREMENT: Must have experience or training in proper food handling and serving techniques. Knowledge of food menu items and wine selection for various foods sufficient to explain to customer. Must be able to follow cash handling procedures, make simple mathematical computations, and prepare checks for patrons. Must be physically able to stand, stoop, bend, and walk for long periods of time. Must be able to frequently lift and carry objects weighing up to 10 pounds. Must meet the appropriate minimum age requirement for serving alcoholic beverages. Must be able to obtain a Food handler's Certificate and/or complete food handler's training. Must be able to communicate with customers and possess skill in dealing with the public. Must complete a pre-employment physical and an installation background check.

**NONAPPROPRIATED FUND VACANCY #L5
GUEST SERVICES REPRESENTATIVE, NF-0303-I, \$8.50 PH**

Position located with the 56 FSS Fighter Country Inn, Luke AFB, AZ, with **REGULAR** employment category.

DUTIES AND RESPONSIBILITIES: Receives and confirms lodging reservations by letter, telephone, e-mail, fax, or personal contact in accordance with Air Force Instructions and local operating procedures. Responsible for coordinating with local and other Air Force Base agencies to lodge individuals and groups on/off base as required. Responsible for issuing commercial lodging and non-availability certificates to TDY personnel when lodging on base is not available. Prepares and maintains computer reservations for individuals and groups. Provide TDY travelers assigned to Commercial lodging information about the hotel to include check in and checkout procedures, room rates, cancellation policy, and directions and transportation arrangements to the hotel. Briefs travelers and offers to send them the following information via fax or e-mail: directions to the base and information pertaining to base facilities (i.e. hours of operation, telephone numbers, etc.). Ensures commercial lodging certificates, directions, and base information are faxed to guests on the date of request. Encourages guests to complete a customer comment card for on base and commercial lodging establishments. Coordinates Distinguished Visitor Reservations with the base Protocol office on a daily basis. Registers and assigns rooms to guests, makes and issues room keys, and may escort guests to rooms. Ensures only authorized patrons use government sponsored quarters. Calculates and posts charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guests with checkout statements. Prepares and safeguards cash receipts, daily cashiers report, daily activity report and may prepare consolidated daily activity report. Maintains current checkout list. Maintains and sells sundry sales items. Ensures required information is received from guests and entered into guest folio. Prints backup reports from property management system. Ensures housekeeping status of rooms is updated. Records and notifies appropriate person/organization of reported maintenance problems. Ensures lobby and work area remains clean. Processes Night Audit procedures and closes credit card machines nightly. Maintains the lost and found program. Operates the front desk and reservation section manually during computer outages. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Applicant must have experience in general clerical or office work of any kind in which the applicant has demonstrated ability to perform satisfactorily at the grade level of the position. Experience must have demonstrated the ability to resolve common arithmetic problems and to make change when receiving payment from customers. Must be able to read, speak, and write English. Must meet state and legal age requirements for the sale of alcoholic beverages. Satisfactory completion of an Installations Record Check (IRC) and a National Agency Check with Inquiries (NACI) is required. Position is subject to an uncommon work schedule, to include weekends and holidays and requiring rotating shifts. Use of uniform is required.

**NONAPPROPRIATED FUND VACANCY #M6
CUSTODIAL WORKER (HOUSEKEEPING), NA-3566-01, \$8.15 PH**

Position located with the 56 FSS Fighter Country Inn, Luke AFB, with **FLEX** employment category.

DUTIES AND RESPONSIBILITIES: Maintains lodging facilities in an orderly and clean manner. Vacuum cleans rugs and draperies. Sweeps, mops, strips, scrubs, waxes, and polishes floors using industrial type power equipment. Adjusts and changes buffers, brushes and other attachments on power equipment. Dusts, waxes, and polishes furniture. Dusts ledges and woodwork. Empties ash trays and wastebaskets. Polishes door knobs and other metal fixtures. Cleans glass partitions, inside and outside windows, using stepladders and extension ladders. Cleans mirrors and water fountains. Replaces deodorizers, toilet tissue, hand towels, and soap. Reports water leaks, clogged drains, and other conditions requiring maintenance to supervisor. Maintains supply of cleaning materials and advises supervisor when more supplies are needed, or when equipment needs repair or replacement. Performs tasks as required; such as, sweeping/cleaning entrances of buildings/rooms, picking up litter around buildings, mowing grass, and watering lawns around buildings. Operates a low speed vehicle, sedan, or utility van/ pick-up truck to transport supplies, materials, equipment, tools and at times personnel to work sites. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Must have skill in the proper use of cleaning and sanitizing solutions. Must be able to clean and make adjustments to powered equipment. Must be able to perform the full range of cleaning duties. Must be able to follow oral and/or written instructions involving duties with several distinct tasks or steps. Must be physically able to occasionally lift and carry objects weighing 50 pounds or more. Must be able to continuously stand, bend, stoop, and reach for long periods of time. Must be able to complete a pre-employment physical and satisfactorily complete an installation, state, and national criminal background check. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training.

**NONAPPROPRIATED FUND VACANCY #V1
ANIMAL HEALTH TECHNICIAN (OA), NF-0704-II, \$10.00 PH**

Position located with the 56 FSS Luke Veterinary Clinic, Luke AFB, AZ with **FLEX** employee category.

DUTIES AND RESPONSIBILITIES: Assists in providing care, management, treatment and sanitary conditions for animals in a veterinary treatment facility. Positions and restrains animals for examination and treatment. Obtains medical history from owners and observes animal's behavior, health and appearance. Performs exams by measuring and recording animal's weight, temperature, pulse and respiratory rate. Inspects animals for fleas, ticks or other external parasites. Collects, preserves and prepares blood, urine, feces, skin scrapings or swabs, postmortem tissue specimens, etc. for laboratory evaluation and/or shipment. Performs routine diagnostic laboratory tests (e.g. fecal smears and flotation, urinalyses, blood counts, etc.). Prepares animal for surgery and functions as scrub assistant during surgical procedures, as well as anesthesia technician when necessary. Administers treatments as prescribed by the veterinarian such as oral, topical and parenteral medications, treatments, micro-chipping, nail trimming, anal sac expressions and immunizations. Provides emergency treatment. Assists with humane euthanasia. Performs a variety of administrative and clerical functions utilizing office automation programs. Answers telephone and schedules appointments. Receives and processes international health certificate documents. Calculates charges and receives payments. Responds to customer inquiries and concerns, providing general veterinary information. Assists in inventory control and ordering as directed. At times, lifts moderate to heavy objects such as animals or supplies occasionally weighing up to 70 pounds. May be subjected to dangerous situations when treating horses. Incumbent is subjected to noise, dust, odors, feces, urine, parasites and blood.

QUALIFICATION REQUIREMENT: Must have directly related work experience to include basic office automation, typing skills and general knowledge of pet care requirements. Knowledge of veterinary medical terminology and/or experience in a veterinary clinic is preferred. Must have knowledge of animal's characteristics, needs, behavior and have skill in observing, handling and caring. Ability to work with animals under a variety of situations and in stressful environments. Must not have a fear of animals or be allergic. Must have the mental, physical, verbal, visual and audio ability to perform the duties in a safe and satisfactory manner. Ability to follow complex instructions and to maintain detailed records. Must be tactfully courteous and able to read, write, speak and understand English. Valid driver's license is required. Ability to obtain or provide proof of rabies immunization within 60 days and participate in the monitoring and booster programs. Subject to satisfactory completion of an IRC, NAC, and a pre-employment physical.

**NONAPPROPRIATED FUND VACANCY #V3
VETERINARY MEDICAL OFFICER (CLINICAL CARE), NF-0701-IV, \$35.00 PH**

Position located with the 56 FSS Veterinary Clinic, Luke AFB, AZ with **FLEX** employment category.

DUTIES AND RESPONSIBILITIES: Provides authorized routine care, non-emergency in nature including examinations, vaccinations, parasite control, surgery, laboratory testing, evaluations and treatments for privately owned animals and government-owned military working dogs. Performs and interprets various laboratory procedures to include routine hematological tests, fecal exams, heartworm tests, cultures, skin scraping, ear swabs, urinalyses and other lab tests. Provides client education concerning pet animals and explains medical findings and prescribes treatment to animal owner. Conducts physical examinations prior to the issuance of health certificates and release of quarantined rabies suspects. Makes appropriate, legible entries in animal health records in accordance with prescribed formats to accurately document all actions taken in providing services to the animal. Prepares required reports and performs other duties as assigned. Identifies and reports necessary repairs and improvements of equipment, building and the grounds of the veterinary facility. Prepares lists of vaccines, medications and supplies needed to maintain clinical operations.

QUALIFICATION REQUIREMENT: Knowledge of veterinary science principles and concepts acquired through completion of degree as Doctor of Veterinary Medicine/Veterinary Medical Doctor or equivalent degree. Must be a graduate of a veterinary school accredited by the AVMA. Possession of an unrestricted license to practice veterinary medicine in Arizona. Ability to apply this knowledge to accurately diagnose, treat and perform duties. Ability to conduct animal disease prevention and control programs. Ability to communicate medical findings and treatment both orally and in writing. Must be able to stand for prolonged periods of time and be capable of lifting up to 80 pounds. Must be physically and mentally able to safely and efficiently perform the full range of duties without creating hazards to self or others. Subject to satisfactory completion of pre-employment physical. Subject to satisfactory completion of an installation, state, and national agency checks. Education can be substituted for experience.

NONAPPROPRIATED FUND VACANCY #K4
LIBRARY TECHNICIAN (TECHNICAL SERVICES), NF-1411-II, \$10.00 PH

Position located with 56 FSS Library, Luke AFB, AZ with **REGULAR** employment category.

DUTIES AND RESPONSIBILITIES: Is responsible for all technical service operations. Assists in the training of new library aids and technicians on technical service tasks. Independently performs acquisition duties by implementing established procedures for technical services functions. Prepares, verifies, and processes all procurement purchase requests in accordance with AF Library and Information System procurement guidelines, regulations, general library philosophies, and funds procedures for various funding sources as directed by the supervisory librarian. Collects bibliographic data for ordering library materials. Using established procedures, renews subscriptions. Monitors receipt of all items purchased and routinely follows up on outstanding orders. Reports purchasing/delivery discrepancies to senior technician. Recommends titles for possible inclusion in the collection. Performs copy cataloging to meet specific library requirements. Uses automated cataloging resources such as OCLC and MARCIVE to obtain and modify catalog records for new library materials in a variety of formats. Downloads cataloging data for materials into the on-line public access catalog system to make the records accessible to library users. Ensures catalog records are accurate and current. Maintains name, series, and subject authority control records. Using established procedures, prepares library materials in a variety of formats for use by library customers. Logs in periodicals and checks for missing issues. Assists in the annual inventory of library materials. Using established procedures, prepares materials for disposal via excess lists or DRMO and prepares appropriate paperwork. Monitors and maintains stock levels of office and specialized library supplies. Assists in providing ready reference services to library customers. Refers difficult reference questions to the senior technician or librarian. Assists library users with library equipment. Performs routine clerical tasks. Uses varied and advanced functions of word processing software to prepare, format, modify, edit, and print a variety of letters, reports, memos, and other text documents. Receives and transmits electronic mail and attachments. Assists at the circulation desk as needed. Refers unusual or complex problems concerning work processes to the appropriate staff member. Performs other related duties as assigned.

QUALIFICATION REQUIREMENT: Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation & technical service. Must be able to read, write, & speak English. Must have experience or training that demonstrates ability to perform computer data processing. Must have experience in a library that provides the applicant with general knowledge of standard library rules, policies, and procedures in circulation services. Must have typing experience. Work requires some physical exertion: long periods of standing; recurring activities: bending, crouching, stooping, stretching, & reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds & able to reach up to 72 inches with or without the assistance of a step stool. Must be able to satisfactorily complete a pre-employment physical. Requires successful completion of a National Agency Check. Most possess skill in dealing with the public.