



# Assistant Cook

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	10-845-01EX AMENDED		
Title, Series, Grade (Code)	Assistant Cook, WM 9975-7 (845)		
Base Salary:	\$32,123 Per annum		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	11/16/09	Closing Date	April 16, 2010
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Open to all qualified United States Citizens who are currently not employed with Military Sealift Fleet Support Command (MSFSC) as civil service mariner (CIVMAR) employees. Relocation expenses are not authorized for this position.		
Duties:	Incumbent is directly responsible to the Chief Steward by assisting the Chief Cook in the efficient operation of the galley/kitchen as assigned. Assist in preparation and production of all menu items as required. Incumbent is responsible for maintaining sanitation and the overall cleanliness of food service spaces and equipment. Assist with inventorying galley equipment and utensils and reports discrepancies to the Chief Cook. Adhere to all principles of safety, sanitation procedures and standards of personal hygiene. Must be able to comprehend, carry out, and relay oral written instructions without more than normal supervision. The Assistant Cook must be able to effectively use computers and applicable shipboard software applications. The incumbent will ensure continuing application of & compliance with EEO laws, regulations and policies.		
Minimum Eligibility Requirements:	<p>Must be a United States Citizen of at least 18 years of age and possess and maintain a valid:</p> <ol style="list-style-type: none"> <li>1. U. S. Passport with a minimum of 7 months remaining of expiration date,</li> <li>2. United States Coast Guard (USCG) Merchant Mariner's Document (MMD), or Merchant Mariner Credential (MMC), with a minimum of 10 months remaining of expiration date with the following endorsement(s): (FH)</li> <li>3. Transportation Worker Identification Credential (TWIC) card with a minimum of 10 months remaining of expiration date.</li> </ol> <p>Must have at least one year of specialized experience. Specialized experience includes assisting in the preparation and production of menu items and inventorying galley equipment and utensils. Related experience must have been in one of the following areas:</p> <ol style="list-style-type: none"> <li>(a) Aboard a MSC vessel with completion of the following two (2) courses: Introduction to Food Service, and Serv-Safe Principles</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>(b) Military experience in Culinary (E-3 or above) and possess Military Food Service Sanitation and Food Service "A" school</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>(c) Commercial experience and possess certification as a Certified Culinarian from the American Culinary Federation and have certification in Serv-Safe Principles.</li> </ol>		
Note:	You must provide a copy of Certificate of Discharge (DD214, Member Copy 4 showing disposition of service) if you served in the U.S. Military Service. If you are claiming 10 points or higher veteran's preference, you must provide supporting documentation such as, a completed Application for Preference (SF-15) ( <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a> ). Additional information on Veterans' Preference is available at <a href="http://www.opm.gov/veterans">www.opm.gov/veterans</a> .		

<p>Evaluation Criteria:</p>	<p>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented experience, education, training, and awards contained in the application package will be reviewed to determine the degree to which you possess the required knowledge, skills, and abilities (KSAs) that are essential to perform the duties and responsibilities of the position. A rating determination will be conducted against the knowledge, skills and abilities to determine your qualifications as reflected by your responses to the following job related factors:</p> <ol style="list-style-type: none"> <li>1. Skilled in the proper preparation of basic culinary menu items.</li> <li>2. Competent in the proper operation of all food service equipment located in the galley/kitchen.</li> <li>3. Knowledge of personal hygiene and sanitation procedures within a food service operation.</li> </ol> <p><b>To earn the highest rating possible, you are encouraged to submit detailed information in response to the KSAs listed above.</b> Evaluations, awards, training, education, and related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p><b>Employment Requirements:</b></p>	<p>MSFSC CIVMAR positions are subject to drug urinalysis testing, participation in vaccine immunization programs, require the candidate to pass a physical exam and obtain a security clearance. It is MSC policy that all civilian mariners must be able to obtain and maintain security clearance eligibility and assignment to a sensitive position as a condition of employment.</p> <p>In addition to successfully completing the medical examination (arranged by MSC), a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local Public Health Clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required, but you must instead provide the Medical Department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority.</p> <p>Entry-level positions require candidates to pass an English Language Competency Test. A tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, language competency test, drug test, lacks the certification requirements, or is unable to obtain a security clearance.</p> <p>MSFSC employees are required to participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</p> <p>MSFSC employees are required to attend and successfully complete all mandatory training courses, including Personal Survival, which requires the ability to float in the water for a minimum of 60 seconds.</p>
<p>How to Apply:</p>	<p><b>ALL documents MUST be POSTMARKED by the cut-off or closing date of this announcement.</b> Only applications received during the announced time frame will be considered. MSFSC is not responsible for obtaining documents to include in your package.</p> <p>Candidates for this announcement must submit the following:</p> <ol style="list-style-type: none"> <li>1. Detailed responses to the job-related factors (KSA's) identified in the Evaluation Criteria above.</li> <li>2. Resume.</li> <li>3. A completed, signed and dated Optional Application for Federal Employment (OF-612) to include social security number, US Citizenship, veterans preference and previous federal employment. For forms visit <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>.</li> <li>4. A completed, signed and dated Declaration of Federal Employment (OF-306), including Applicant's Statement of Selective Service Registration Status. For Selective Service information, visit <a href="http://www.sss.gov">www.sss.gov</a>. If you answered yes to Questions 9 and/or 11; or have current or pending criminal charges and/or charges for any violation of law, court abstracts from the Clerk of Courts are required.</li> <li>5. A current United States Coast Guard Merchant Mariner's Document (MMD), front and back or Merchant Mariner Credential (MMC), all pages and TWIC with a minimum of ten months remaining of expiration date.</li> <li>6. A front and back copy of your current United States Coast Guard license, and/or STCW certificate with a minimum of ten months remaining of expiration date, if applicable.</li> <li>7. A current U. S. Passport with a minimum of seven months remaining of expiration date.</li> <li>8. A copy of professional certificates as applicable for this position.</li> </ol>

	<p>9. If you are a current or prior federal government employee, you must include a copy of a Notice of Personnel Action (SF-50) that documents your government service.</p> <p>10. You must provide a copy of Certificate of Discharge (DD214, Member Copy 4) if you served in the U.S. Military Service. If you are claiming 10 points or higher veteran's preference, you must provide supporting documentation such as, a completed Application for Preference (SF-15) (<a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a>). Additional information on Veterans' Preference is available at <a href="http://www.opm.gov/veterans">www.opm.gov/veterans</a>.</p> <p>Candidates are highly encouraged to submit Performance Evaluations and training certificates applicable to the position you are applying to.</p> <p>All applications and supporting documents will become the property of MSFSC, and will not be returned to the applicant once submitted. Applicants are encouraged to make copies of all documentation prior to submission.</p>
How To Contact Us:	<p>Please send completed packages to:</p> <p><b>Military Sealift Command CIVMAR Support Center 6353 Center Drive, Building #8, Suite 202 Norfolk, VA 23502</b></p> <p>If you have any questions, please email us at <a href="mailto:civmar@marinersupport.com">civmar@marinersupport.com</a> or call our toll free Recruitment hotline at 1-877-JOBS-MSC (1-877-562-7672). Please also visit our website at <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>.</p>
<b>NOTE:</b>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b> Federal job applicants who make a false statement in any part of the application could be turned down for the job, fired after beginning work, or subject to fine, imprisonment (U.S. Code, title 18, section 1001), or other disciplinary action.</p> <p>In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1404bb at <a href="http://dtic.mil/whs/directives">http://dtic.mil/whs/directives</a>.)”</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p> <ol style="list-style-type: none"> <li>1. Previous Security Clearance Issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one year.</li> </ol> <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 1-866-562-7672.</p>
<b>MILITARY SEALIFT FLEET SUPPORT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b>	<p>Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, religion, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, reprisal or any other non-merit factors. The agency provides reasonable accommodation to applicants with disabilities, where appropriate. Determinations of whether an accommodation is appropriate shall be made by the agency as soon as practicable, after the initial application process and shall be made with regard to all applicable statutes and regulations. If assistance is required to complete the application process, interested applicants should call our CIVMAR Support Center at the above number and refer to the “How to Apply” section of this announcement.</p>

