



# Steward Cook

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	12-820-01EX		
Title, Series, Grade (Code)	Steward Cook, WM 9972-15 (820)		
Base Salary:	\$38,142 Per annum		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	October 4, 2011	Closing Date	Open continuously with periodic cut-offs
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:	<p>The Steward Cook (SC) is head of the Steward Division and responsible for all food service operations, management, sanitation, discipline, and training for up to 75 personnel within the Steward Division. The Steward Cook's primary function is to assure that onboard food service operations meet the highest standards of preparation, production, presentation, fiscal responsibility and accountability for up to 700 personnel daily. Similarly, the Steward Cook is responsible for the maintenance of all physical spaces assigned to the Steward Division. Incumbent reports to the Supply Officer (where assigned) or Master (where Supply Officer not assigned) for performance of all general functions, including accounting operations and briefs management as required. As Division Officer, it is expected that the Steward Cook will comply with all instructions pertaining to Personnel Administration, Financial Accountability, Equal Employment Opportunity (EEO), Supply Operations, and submit accurate and timely reports. Required ability to document performance and provide promotion or assignment recommendations of Food Service Personnel. Ability to prepare and submit performance evaluation reports to the Master or Designated personnel as required. Demonstrate a thorough knowledge of CPMI, DHAMS, EEO instructions and payroll guidelines. Ability to provide recommendations for incentive awards, recognize outstanding personnel performance and advise</p>		

personnel of Merit Promotion advancement opportunities. Knowledge and ability to take effective measures to minimize breach of discipline and recommend disciplinary action as required.

**FOOD PRODUCTION OPERATION:** Responsible for the preparation of the daily, weekly, and monthly menus for the Master's approval based on healthy heart parameters; for the preparation of all culinary products served following progressive cooking techniques, healthy heart parameters, approved recipes, and instructions and ensures leftovers are integrated into meal plans; for overseeing, instructing and supervising food service personnel in the proper use of all equipment located in the galley and related areas; and for all health aspects and sanitation criteria associated with the galley, serving operations, and associated areas. Schedules meal hours and supervises the service during each dining period.

**PROCUREMENT AND MANAGEMENT OF PROVISIONS:** Establishes endurance levels based on both in port and underway periods to the approved cycle menu. Economically procures provisions, through government and commercial sources, to meet standards of mess operations IAW established guidelines. Procures and utilizes the appropriate type of provisions based on local availability and operating status. Ensures all food items are monitored, utilized or transferred to preclude loss. Controls inventory cost based upon the cycle menu and established endurance levels. Ensures timely receipt posting and distribution. Inspects all refrigerated spaces and storerooms daily. Knowledge and ability to meet MSC inventory effectiveness goals. Knowledge of and ability to provide training of Food Service personnel in the accurate procedures of receiving provisions. Knowledge of and ability to requisition from weekly Prime Vendor Catalog through Food Service Management System (FSM). Knowledge of Prime Vendor contract responsibilities/requirements when receiving food items.

**FINANCIAL RESPONSIBILITY:** Must be able to effectively use computer and applicable shipboard software applications to include Food Service Management (FSM). Prepares the Food-Item Request and Issue Document (NAVSUP 1282) for all subsistence items issued to the galley. Maintains NAVSUP 1282s on file for one year, ensuring that the total extended amounts do not exceed authorized monetary values as prescribed by General Mess Control Log (NAVSUP

338), Subsistence Ledger (NAVSUP 335). Maintains and prepares other food service forms required to substantiate the monthly General Mess Summary Document Report (NAVSUP 1359). Ensures proper posting of the different types of expenditures (surveys, issues, transfers, and sales) and maintains required documentation on file for one year. Prepares for and conducts spot, relieving, and 90 day inventory and reconciles errors and adjustments immediately thereafter. Accurately prepares and submits automated (manual if required) monthly financial returns in a timely manner and maintains supporting documentation for the accountability file. Knowledge of and ability to establish and maintain a Food Service Accountability file as directed in the Supply Procedures manual (COMSCINST 40002). Ability to read, understand and process all daily (automated) reports produced by FSM. Knowledge of and ability to use office Automation software.

**HOTEL SERVICE OPERATIONS:** Responsible for posting operating instructions and safety precautions on all laundry equipment. Ensures standard solutions for washing, bleaching, scouring, and bluing according to type and condition of the articles being washed are utilized. Ensures all appropriate personnel are trained on the proper operation of washing machines, dryers, steam presses and flat iron works. Ensures that proper procedures for the accounting of clean and dirty bedding/table linen, napkins, uniforms of food service personnel, etc. are established and utilized. Required ability to document performance and provide promotion or assignment recommendations of Food Service Personnel. Ability to prepare and submit performance evaluation reports to the Master or Designated personnel as required. Demonstrate a thorough knowledge of CPMI, DHAMS, EEO instructions and payroll guidelines. Ability to provide recommendations for incentive awards, recognize outstanding personnel performance and advise personnel of Merit Promotion advancement opportunities. Knowledge and ability to take effective measures to minimize breach of discipline and recommend disciplinary action as required. In-depth knowledge of health aspects and sanitation criteria associated with staterooms, bathrooms, passageways, and laundry spaces. Ability to schedule work assignments for Supply Utilityman (SU) working in Laundry and Habitability areas. Ability to communicate effectively both orally and in writing using the English language.

	<p>Steward Cook is responsible to perform other duties as assigned.</p>
<p>Minimum Eligibility Requirements:</p>	<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: Steward Department Food Handler (F.H.)</li> <li>3. Transportation Worker Identification Credential (TWIC) card with a minimum of 10 months remaining of expiration date.</li> </ol> <p><b>BASIC ELIGIBILITY: Must have three (3) years of specialized documented experience.</b> Specialized experience includes food service operations, preparing menu items, and supervision of culinary personnel. Related experience must have been in one of the following:</p> <p>(1) Aboard a MSC vessel and possess certificates in the following: MSC Advance Culinary, MSC Food Service Management (FSM), and current Serv-Safe Manager.</p> <p>(2) Previous military experience in Culinary (E-7 or above) and possess at least one of the following; NEC 3527, MOS 3381, 92G (AIT) or military equivalent. Complete MSC Food Service Management (FSM), and current Serv-Safe Manager.</p> <p>(3) A certification as an Executive Chef or higher from the American Culinary Federation. Complete MSC Food Service Management (FSM), and current Serv-Safe Manager.</p>
<p>Evaluation Criteria:</p>	<p>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented knowledge, skills, and abilities (KSAs), education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required KSAs listed below that are essential to perform the duties and responsibilities of the position for which applicants are being considered.</p> <ol style="list-style-type: none"> <li>1. Knowledge and ability to operate and manage food production and food services operations.</li> <li>2. Knowledge and ability to procure, manage, and</li> </ol>

	<p>receive provisions.</p> <p>3. Knowledge and ability to efficiently manage a galley/kitchen within established monetary limits.</p> <p>4. Knowledge and ability to manage hotel service operations.</p> <p>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p><b>Conditions of Employment</b></p>	<p>1. CIVMAR positions are subject to drug urinalysis testing.</p> <p>2. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</p> <p>3. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSFSC medical requirements. Participate in vaccine immunization; including 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>4. 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>5. Be ready, willing, and able to physically perform the duty of this position worldwide at all times.</p> <p>6. Be ready, willing, and able to work in shipboard environment conditions, and wear protective equipment worldwide at all times.</p> <p>7. Entry-level positions require candidates to pass an English Language Competency Test.</p> <p>8. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</p> <p>9. Capable of speaking, understanding, reading and writing the English language.</p> <p><b><u>Note:</u></b></p> <p>a. The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, fails the</p>

	<p>language competency test, fails drug test, fails to disclose employment information, fails to report to the New Employee Orientation, or is unable to obtain a security clearance.</p> <p>b. In case by case bases, an applicant who accepts a tentative offer of employment will be required to provide a VA Rating Decisions and or Office of Worker's Compensation Program (OWCP) Scheduled Awards.</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 timeframe will be considered. MSFSC is not responsible for obtaining documents to include in your package.</p> <p>The following documents are required and are to be submitted in the following order:</p> <ol style="list-style-type: none"> <li>1. 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>2. A completed, signed and dated Declaration of Federal Employment (OF-306), including Applicant's Statement of Selective Service Registration Status, for forms visit <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>. 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>3. A current United States Coast Guard Merchant Mariner's Document (MMD), front and back or Merchant Mariner Credential (MMC), all pages and front and back copy of the Transportation Worker Identification Credential (TWIC) with a minimum of ten months remaining of expiration date.</li> <li>4. 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>5. A current U. S. Passport with a minimum of seven months remaining of expiration date.</li> <li>6. A copy of professional certificates as applicable for this position.</li> </ol>

7. If you are a current federal employee, you must include a copy of your most recent Notice of Personnel Action (SF-50).

8. If you are a prior federal government employee, you must include a copy of your separation Notice of Personnel Action (SF-50).

9. If you served in the U.S. Military Service, you must provide a copy of your Certificate of Discharge (DD214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD214. 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) ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)). Additional information on Veterans' Preference is available at [www.opm.gov/veterans](http://www.opm.gov/veterans). You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.

10. Resume. All resumes shall be one sided, type written in Courier New (12 pitch), and must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which applicants are being considered; and shall include the following information in its order: ([See template](#)):

(a) Full name.

(b) Relevant work experience within the last 5 years including paid and non paid public or private sector work experience related to the job for which applying.

(c) Colleges or universities name, city, and state (with zip code), major(s), type and year of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hours).

11. Last 5 years of Performance Evaluations (if available) and training certificates applicable to the position you are applying to.

12. Job related honors, awards, and special accomplishments; for example, Military, Government or recognized professional organizations related to the maritime field and performance awards. Submit copies.

	<p><b>Failure to submit any required information to show that you meet the minimum qualifications as outlined in the JOA will result in the applicant being found ineligible. Failure to provide a Resume as directed in the JOA will result in applicant being found ineligible.</b></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>
<p>How To Contact Us:</p>	<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-MSA (1-877-562-7672). Please also visit our website at <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>.</p>
<p><b>NOTE:</b></p>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b></p> <p>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 1400.25, Volume 300 at <a href="http://www.dtic.mil/whs/directives">www.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>
<p><b>MILITARY SEALIFT FLEET SUPPORT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b></p>	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit <a href="http://www.msc.navy.mil/civmar/eo.htm">http://www.msc.navy.mil/civmar/eo.htm</a> for more information. 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>

