



NONAPPROPRIATED FUND VACANCY ANNOUNCEMENT #: 10-009

POSITION TITLE: Bartender NA-7405-05

PAY: \$9.79

OPENING DATE: 27-Jan-10

CLOSING DATE: Opened Until Filled

This is a flexible position (without benefits) located at the Clubs on Sheppard AFB, TX.

DUTIES: Mixes and serves all types of alcoholic or non-alcoholic drinks to order, following a variety of established recipes. Keeps bar area cleaned and stocked. Delivers drinks directly to customers or bar waiters. Receives cash payment or charges to members' accounts. Washes and sanitizes glasses and other bar equipment. Prepares a variety of garnishes for mixed drinks. May include stocking a service or portable bar and serve catered parties from service or portable bar. Assist in taking inventory and maintaining records on popular demand drinks and liquors. Operates a cash register, accepts money and makes change. May be required to prepare documentation for cash funds accountability. Performs other related duties as required.

QUALIFICATIONS: Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda water, sugar, bitters, and fruit and the ability to mix exotic drinks. Must be able to recognize intoxicated or unruly patrons, utilizing Dram Law Theory and resolve problems. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Must be able to obtain a food handler's certificate.

HOW TO APPLY: Current Sheppard NAF employees should submit an AF Form 2550; others submit OF 612, Optional Application for Federal Employment, or resume and the OF 306, Declaration for Federal Employment, to the Human Resources Office. Mailing Address: 82 MSG/SVH, 136 K Ave Ste 2, Sheppard AFB TX 76311-2740. Telephone: (940) 676-6394. Fax: (940) 676-2682. Selection will be based on merit without discrimination because of race, color, sex, religion, sexual orientation, national origin, age, marital status, physical handicap, political affiliation, or any non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

"All Federal NAF Employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit."

SHEPPARD AIR FORCE BASE IS AN EQUAL OPPORTUNITY EMPLOYER