

***Immediate Nonappropriated-Fund Vacancies for the Week of 21 Jun 2010***

*For additional information contact: The Human Resources Office at (325) 696-2396*

*To view a complete listing of all our positions please visit our website at: [www.dyessfss.com](http://www.dyessfss.com)*



***Auto Hobby Shop***

**Automotive Worker NA-5823-05**

**\$9.02 per hour**

**Flexible Category**

**Duties:** Advises and instructs the auto hobbyist in troubleshooting, rebuilding, or repairing various automotive assemblies and components. Demonstrates the proper use of tools, equipment, testers, and analyzers during the troubleshooting process. Assists when necessary the hobbyist in replacing various components and assemblies after replacement of parts. Demonstrates the proper use of diagnostic equipment. Also proper procedures for repair of fuel lines, hydraulic and electrical systems. Demonstrates operation of valve grinders, bearing press to remove/replace axle bearing, etc. The proper use of brake lates for turning drums and rotors. Issues supplies, tools, and equipment to patrons of the auto skills center. Visually inspects tools, equipment upon return insuring no damage has occurred, and collects replacement fees for those that are damaged. Collects appropriate fees and returns correct change. Prepares Cashier Report at the close of business. Insures that financial deposits are made when instructed. Participates in and instructs in shop and trade safety procedures, fire and accident prevention, etc. Maintains the cleanliness of the facility and outside parking areas. Insures that fire safety checks are made prior to closing, and insure all doors are locked and secured.

**Qualifications:** **Must** have training and/or experience wherein the ability to read and follow oral and written instructions was demonstrated. **Must** have training and/or experience that demonstrates knowledge of the operation of automotive assemblies, fuel lines, brake linings and their operation, hydraulic, and some electrical systems. General knowledge of shop safety, the ability to learn and become proficient with all related equipment and shop policies. **Must** be able to lift up to 75 pounds. **Must** satisfactorily complete pre-employment physical. This is a position of trust. **Must** be able to satisfactorily complete National Agency Check w/ inquiries (NACI).



***Dyess Bowling Lanes***

**Recreation Assistant, NF-0189-II**

**\$8.71 per hour**

**Flexible Category**

**Duties:** Responsible for manning the customer service desk within the bowling center. Assigns lanes to be used, operates console, rents shoes and sells items in the pro shop. Conducts inventories of pro shop items; may be required to inventory snack bar resale items, facility equipment and other supply items. Demonstrates and instructs participants on the proper use of equipment and provides guidance and instruction on bowling

techniques. Informs supervisor of equipment malfunctions as well as other items needing maintenance or repair. May supervise, lead, oversee and/or coordinate the daily activities of other employees engaged in the performance of their duties. Assists in advertising and recruiting participants for leagues, tournaments, special events and open play activities. May be required to schedule and administer these activities in the capacity of league secretary or tournament director. Insures activities are properly scheduled, facilities are set up and rules and regulations are observed. Opens and closes the bowling facility as required. Performs other related duties as assigned.

**Qualifications:** **Must** have experience which provides a basic knowledge and understanding of bowling center operations including the rules related to bowling and/or organization of leagues and tournaments. **Must** have a working knowledge of bowling machinery and equipment and bowling lane care. **Must** have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes direct handling of cash items, and use of cash accountability control methods. **Must** have ability to communicate both orally and in writing. **Must** possess skill in dealing with the public. Prior experience in basic supply techniques is desirable. Pre-employment physical examination is required as the incumbent is required to step up to 3' onto a metal platform and use both hands and feet to gain access to pinsetter. This is a position of trust. **Must** be able to satisfactorily complete a National Agency Check with written Inquires (NACI).



**Chef NF-1667-III**

**\$15.00 (D.O.E.) per hour**

**Regular Category**

**Duties:** As a food service specialist in a small to medium kitchen responsible for the planning and managing of all food activities. Using culinary skills, performs as a working chef day to day operation of the kitchen and all aspects of meal preparation. Instructs cooks on proper techniques and methods of cooking and preparing a variety of food items in the art of fine culinary cuisine. Checks food during and after preparation for conformance with high standard of quality. Ensures that all kitchens provide nutritious, safe, eye-appealing, properly flavored food. Initiates the preparation and development of new and unusual food items, specialty foods and sauces. Creates and plans new culinary menu items and recipes to support the interest of customers. Plans all menus for regular meals, fine dining and parties. Formulates cyclic meal specials and menus for use in all food areas to ensure customer satisfaction. Ensures current menu cost cards on all menu food items and the utilization of standardized recipes. Assesses food service related financial data and recommends actions to maintain financial solvency. Responsible for the security and accuracy of monthly inventories of supplies and foods. Complete routine walk through inspections taking any necessary actions and meets all objectives for sanitation and environment requirements. Responsible for work force management, recruitment, and staff training. Other duties include preparation of budgets, maintenance of payroll records, food costs and reports.

**Qualifications:** Progressively responsible experience in quantity cooking, preparation of a variety of food items, menu planning, quality and cost control of food preparation, inventory and storage procedures for food supplies and equipment, and procurement of food supplies and equipment. The experience **must** include supervising personnel. In addition, the incumbents **must** have knowledge of dietetics, planning culinary activities and portion control. Position is a position of trust. **Must** be able to satisfactorily complete a National Agency Check with Written Inquiries.

**Cook NA-7404-04****\$8.64 per hour****Flexible Category**

**Duties:** Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets and chicken nuggets. Some cooks at this level prepare and bake pizza. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading, weights, measures and assembles ingredients for regular menu items; sets up and replenishes salad bar; portions foods for distribution and meal service and covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment.

**Qualifications:** **Must** have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral and written instructions, work safely and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food and decide when foods are done is required. **Must** be physically able to frequently lift objects weighing up to 40 pounds. **Must** be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. **Must** be able to obtain a Food Handler's Certificate and/or complete food handler's training. **Must** satisfactorily complete a pre-employment physical.

**Materials Handler NA-6907-04****\$8.64 per hour****Flexible Category**

**Duties:** Receives, counts, weights, and checks items to ensure that the vendor has delivered the type and quality of items purchased. Accepts only items listed on approved purchase order receiving copy. Records quantity received on purchase order receiving copy, condition of items, and forwards completed document. Places items in stockroom locations, stacking items in groups by commodity and size. Stocks empty spaces on shelves and neatly arranges the merchandise. Fills requisitions of activities and retains triplicate copy of the requisition in the storeroom to account for the issues. Forwards all signed storeroom requisitions to the supervisor at the end of each workday. Reviews stock levels with supervisor for adequacy and recommends disposition of slow-moving or dead stock items. Assists in end-of-month inventories of stock by counting items and giving figures to supervisor. Ensures that the supplies and equipment are safeguarded and secure at all times; permits only authorized personnel in storeroom; during periods of absence, locks and secures all storerooms. Turns keys over to supervisor according to prescribed procedures. Maintains high sanitation standards and cleans storerooms and stocks regularly. Performs other related duties as assigned.

**Qualifications:** Must have experience in and knowledge of methods used in receiving, storing, and issuing routine materials and equipment. Must be able to organize, arrange, and remove stock. Skill in use of dollies, jacks, and hand tools used in warehousing tasks.

**Custodial Worker NA-3566-02****\$7.88 per hour****Regular Category**

**Duties:** Maintains a specified area 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 furnitures. Dusts ledges

and woodwork. Empties ash trays and wastebaskets. Polishes door knobs and other metal fixtures. Cleans glass partitions, inside and outside windows, using step ladders and extensions ladders. Maintains restrooms in clean, orderly, and sanitary condition. Cleans, disinfects and deodorizes lavatories, urinals and toilet bowls. 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.

**Qualifications:** **Must** have skill in proper use of cleaning and sanitizing solutions. **Must** be able to clean and make adjustments to powered cleaning 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** successfully pass a pre-employment physical. This is a position of trust. **Must** be able to satisfactorily complete National Agency Check with written inquiries (NACI). (NACI)

***Immediate Nonappropriated-Fund Vacancies for the Week of 14 Jun 2010***

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***Federal Equal Employment Opportunity:*** *All applicants will receive consideration and selection based on merit, without discrimination because of race, color, religion, sex, national origin, age, handicapping condition, marital status, political affiliation or sexual orientation, or any other non-merit factor.*

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