

**Amended on 03/29/2022 to update the minimum hourly rate in accordance with EO 14003 dated 22 Jan 2022 and to delete note #7 requiring COVID-19 vaccination for all Federal employees to ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated depending on the course of ongoing litigation.**

# **US NAF Flexible Positions**

## **SALES STORE CLERK**



**Location: Theater**  
**\$15.00 per hour**

Official Position Title: Sales Store Clerk, NF-2091-01  
Announcement #: NUS-22-009A  
Opening Date: 24 January 2022  
Closing Date: Open Continuous

NAF Human Resources Office  
Fleet and Family Readiness Department  
Sigonella NAS I BLDG. 157  
Phone: 095-56-0522 DSN 624-0522

**Notes:**

1. There are several flexible positions. Work schedule may include working days, nights, weekends, holidays and rotating shifts.
2. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the NAF Human Resources Office.
3. Civilian candidates must be in possession of Official U.S. Passport (Containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
4. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
5. Selected candidates will be required to satisfactorily complete a background investigation and pass a physical examination as conditions of employment.
6. Selected candidates will be required to obtain Emergency First Responder or CPR/First Aid/AED certification, Customer Service Training and Controlling Alcohol Risks Effectively (C.A.R.E.) training, within the first 90 days of employment.

**How to Apply:** Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference). **Male candidates** born after December 31, 1959, and at least 18 years of age, are required to certify that they have registered with the Selective Service System (**Attach proof of registration**).

**Please make sure your résumé contains all the required information listed on the Instruction page.**

**Area of Consideration:** **U.S. citizens** in the commuting area who are authorized sponsors or command-sponsored dependents of civilian or military personnel.

**Description of Duties:** Sells tickets and snack bar items in the concession area of the Theater. Operates a cash register, accepts money and makes change. Maintains a change fund and fills out reports to account for sales. Operates, maintains and cleans equipment. Opens and closes ticket box office according to movie schedule. Checks patrons' ID cards and adheres to policies for Theater access. Changes movie schedule information and posters. May assist with maintaining accurate inventory. Re-stocks concession items on shelves or refrigerator and ensures proper display of merchandise. Performs housekeeping duties and ensures general maintenance of lobby, ticket booth and concession area. Performs housekeeping of Theater auditoriums before and after movies and/or performances. Performs other related duties as assigned.

**Qualification Requirements:** Three (3) months of general experience **OR** high school graduation (or GED/equivalent).

**General Experience:** any type of work that demonstrates the applicant's ability to perform the work of the position.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

**Non-Appropriated Fund (NAF) Human Resources (HR) Office**  
**U.S. Naval Air Station Sigonella (NAS I) Bldg. 157**  
**Phone number: Com. 095-56-0522 DSN 624-0522**

**INSTRUCTIONS FOR U.S. APPLICANTS**

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from  
[https://www.cnic.navy.mil/regions/cnreura/cent/installations/nas\\_sigonella/about/jobs/mwr\\_jobs.html](https://www.cnic.navy.mil/regions/cnreura/cent/installations/nas_sigonella/about/jobs/mwr_jobs.html)  
**It is your responsibility to submit a complete application package. Incomplete or incorrect information may affect the status of your application.**
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by the closing or cut-off date of the announcement and will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, location, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), local phone numbers and e-mail address
- Country of citizenship
- Scheduled rotation date
- High school name and address and date of diploma or GED
- Colleges and universities name and address. Type the date of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hours)

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Employer's name and address
- Starting/ending dates and hours per week
- Detailed description of duties

**You can submit your application package to the NAF HR Office or to the email address:**

[mwrjobs\\_sigonella@eu.navy.mil](mailto:mwrjobs_sigonella@eu.navy.mil). It is the applicant's responsibility to verify that documents are received. For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or Thursdays from 1300 to 1530.

**Revised Jan 2021**