



Naval Academy Business Services Division

Job Announcement Number: 25-054

Vacancy Open: October 9, 2025 – October 23, 2025

Area of Consideration: All Qualified Persons

Must be at least 18 years of age to obtain required security clearance

Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Inventory Management Specialist, NF-2010-03

Full Time (35-40 hours weekly)

\$23.00-\$25.00/hour

Positions Available: 1-2

Benefits include: Medical, Dental, Life, and Long-Term Disability Insurance; Health Savings Account (HSA); Flexible Spending Account (FSA); Automatic Retirement Enrollment, 401(k), Roth 401(k), and 401(k) Loan options; and Paid Vacation and Sick Leave Accrual.

This is an exciting time to join the Naval Academy Hospitality Team. We have expanded and added to our culinary dining organization. We are looking for self motivated individuals to join our growing inventory team. Great benefits with room to grow. Come be a part of a team that values excellence. Looking for candidates with daytime availability for 8-hour weekday shifts, with monthly alternating weekends.

JOB SUMMARY

The Inventory Management Specialist (IMS) position is located within the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD) Retail Dining & Hospitality, Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress. The purpose of the position is to ultimately aid the Inventory Manager and actively participate in the receipt, storage, maintenance, and/or periodic physical inventories of merchandise sold and supplies used across a variety of NABSD's business units.

DUTIES & RESPONSIBILITIES

- Acts as central coordinator of all receiving documents and paperwork related to the receipt of resale and non-resale merchandise for designated NABSD business operations.
- Inspects incoming deliveries for quality and quantity, comparing receiving documentation against purchase and/or transfer order documents.
- Verifies and uploads all necessary receiving paperwork into inventory management software applications and communicates with managers and buyers regarding any discrepancies or issues.
- Coordinates the transfer of goods from one location to another, as necessary. Ensures all transfer order documentation is complete and accurate.
- Conducts routine periodic inventories of storage and/or retail spaces and reconciles inventory data in inventory management software.
- Prepares spaces for and assists with inventory counting and/or audits.
- Communicates with the Inventory Manager on all matters pertaining to merchandise inventories, quantities on hand, stock levels, and spot inventory/cycle count record keeping and planning.
- Aids management in identifying program deficiencies and assists in determining the impact to the patron community of changes in service to designated business units.
- Works toward optimizing procedures and becoming a subject matter expert in receiving and distributing merchandise with regard to inventory management software and handheld scanning technology.
- Work requires frequent moderate lifting and carrying of objects weighing up to fifteen pounds. Pushing, and pulling objects weighing up to twenty pounds and occasionally lifting up to and over forty pounds. Heavier objects are usually transported with the aid of a cart or dolly.
- Work requires physical exertions such as long periods of standing, walking, recurring bending, crouching, stretching, reaching or similar activities. Incumbent will be exposed to uneven, slippery, or wet surfaces.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) requirements for this position are as follows:

**** Your application must include narratives for each KSA, using specific examples demonstrating your qualifications and experience.**

1. Incumbent must have completed four years of study leading to a Bachelor's degree; or have three years of equivalent administrative/management/inventory experience in the hospitality industry; or 1 year equivalent to a GS-5/NF3 level. Education in Business Administration, Supply Chain Management, Operations Management, Logistics Management or related focus preferred.
2. Experience coordinating/delivering goods across different departments. Valid driver's license required.
3. Incumbent must have experience receiving products to include use of inventory software. Inventory management in the hospitality industry is preferred.
4. Experience in food service and proper food storage techniques like "FIFO."
5. Incumbent must have the ability to self-manage with little to no supervision, and have strong organizational skills with the ability to plan out duties to meet deadlines.

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- Probationary period: Full Time & Part Time employees serve a one-year probationary period.
- U.S. Citizenship is required for Tier 3 Positions
- Valid Driver's License is required for this position.
- Must be able to understand and communicate in English

APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance.

Apply Here: <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** Most current military member's PCS orders, submit spousal request form – (***Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below***)
- **Veteran:** Page four (4) of the DD-214

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after Noon on the closing date listed above will not be considered. Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-Verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit as specified in the negotiated agreement. Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct. DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, or other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.