



Naval Academy Business Services Division

Job Announcement Number: 25-059

Vacancy Open: October 27, 2025 – November 13, 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

Hospitality General Manager, NF-1101-04

Full Time (35-40 hours weekly)

\$30.00-\$35.00/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.

Exciting Career Opportunities with the Naval Academy Hospitality Team! This is an exceptional time to join the Naval Academy Hospitality team as we continue to expand and elevate our services.

***Scheduling five days per week, which may include weekday and weekend shifts, mornings, evenings, and holidays.*

JOB SUMMARY

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress. The mission of NABSD is to excel in the delivery of retail products and services to the Brigade of Midshipmen and other authorized patrons.

The General Manager Coordinates Retail Dining and Hospitality operations to include the 19th Hole Restaurant, Grab and Go Restaurant, Golf Tournaments, and Catering. This position requires a proactive experienced individual able to provide excellent advice to the Operations Manager, as well as NABSD senior leadership.

DUTIES & RESPONSIBILITIES

- The General Manager is responsible for leading the 19th Hole Restaurant in day-to-day operations to include restaurant specials and special member events ensuring all are properly planned, organized, and executed. The position operates in a busy office environment with high volumes of guests and internal University contacts on a daily basis. It involves providing professional service to the campus community and external guests.
- Reporting to the Operations Manager, the General Manager will lead and oversee the daily operations of the 19th Hole Restaurant, Grab and Go Restaurant, Golf Tournaments, and Catering ensuring all events are properly coordinated with the Chef De Cuisine, Bar Manager, Executive Chef, and Operations Manager. This encompasses development and execution of appealing, original, cost effective, and proactive meals in the 19th Hole Restaurant, Grab and Go Restaurant, Golf Tournaments, and Catering. Incumbent ensures all approved events in Retail Dining spaces are executed with minimal interruption to the USNA mission.
- Assists the Operations Manager in the promotion of a one-stop-shop department pertaining to all events executed by the Retail Dining & Hospitality Team – regardless of location ensuring proper protocol and practices are developed and followed for the safety and success of all events. This manager is expected to play a key role in the establishment of broader goals and objectives within NABSD Retail Dining and be skilled in best practice methodologies for all areas for which they are responsible, including assessing any risks associated with events to be executed on USNA grounds.
- The General Manager ensures all vendors supporting events on USNA are properly vetted and current as an approved business partner of NABSD; working closely with the Contracting Officer and Access Coordinator to

facilitate the vendor access and compliance with USNA regulations. Directly responsible for relationship management of internal and external suppliers ensuring full compliance with USNA and NABSD policies.

- Responsible for ensuring all menus and prices are accurate within the Club Point of Sale and system so that checks are correct upon delivery to member and include everything provided. Also ensure Club Management System is maintained and updated to ensure accuracy in membership reporting and marketing communications. Working closely with the Operations Manager is responsible for tracking all expenses for the 19th Hole Restaurant (labor, equipment, food) and assisting in maintaining and managing the inventory for Catering so that all Retail Dining financials are accurate.
- Develops processes to support the successful execution of tournaments, catered events, meetings, and special events. Ensure all staff are trained on the processes and standards are followed. Ensure the 19th Hole Restaurant Team presents a customer-focused service-oriented presentation to the client that addresses their menu planning, decorating, staffing, and vendor support requirements. Ensures a single point of contact to facilitate entire event on USNA grounds in compliance with all federal requirements.
- Manages all restaurant needs to include staffing, scheduling, ordering, and daily operations as needed.
- Position requires a high level of professionalism and independence regarding planning and managing the volume of work within the 19th Hole Restaurant.
- Prepares financial plan, budgets, inventories, cost controls, and related records and reports

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

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

1. Incumbent must meet one of the following requirements: possess four (4) years of specialized supervisory experience in the catering or hospitality industry; OR Successfully completed five (5) years of education beyond high school; OR have one (1) year of specialized experience equivalent to the GS-5 or NF-3 level in the Federal service. Education in Hotel and Restaurant Management or a closely related field is preferred.
2. Incumbent must be proficient with Google Suite, MS Office Suite, PowerPoint. With experience in preparing financial plans, budgets, inventories, cost controls, and related records and reports.
3. Incumbent must possess strong communication and social skills, to lead and communicate with effectiveness, as well as to develop positive relations with subordinates, customers, VIP's and visiting dignitaries.
4. Extensive knowledge of logistical, organizational, and management skills to plan, schedule, coordinate, and execute complex Naval Academy Retail Dining and Hospitality catered events.
5. Demonstrated decision-making ability to resolve conflicts and crises as they arise.

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
- 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.