



Naval Academy Business Services Division

Job Announcement Number: 25-053a

Vacancy Open: November 3, 2025 – November 20, 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

Cook – Sous Chef, NF-1101-03

Full Time (35-40 hours weekly)

\$25.00-\$28.00/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. We are seeking skilled and dedicated culinarians to become part of our growing organization. Join us as we embark on this journey of growth and innovation. Be part of a team that values culinary excellence and offers opportunities to contribute to a dynamic and thriving hospitality operation.

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.

This position is located in the U.S. Naval Academy's Business Services Division (NABSD), Naval Academy Club, at the U.S Naval Academy, Annapolis, MD. The incumbent will function in the position of preparing food items required for all banquet events, including breakfast, luncheons, dinners, and special parties.

DUTIES & RESPONSIBILITIES

- Obtains necessary products and small equipment items required for food preparation.
- Operates food production equipment according to manufacturers' instructions.
- Prepares food in accordance with standard club and banquet recipes.
- Prepares meats, seafood, vegetables and other items required for line and special function purposes.
- Prepares all sauces, stocks and soups.
- Assists with preparation of other food products on serving line as needed.
- Assists cooks in their tasks.
- Sets-up plating line for banquets and assists with plating duties.
- Carves food on buffet line.
- Sets up, maintains, and breaks down work station.
- Maintains items on steam table; checks par levels of the same.
- Consistently uses safe and sanitary food handling practices, including those related to personal hygiene.
- Maintains security and safety in work areas.
- Adheres to state and local health and safety regulations.
- Serves items in accordance with established portion and presentation standards.

- Maintains a clean work station, including equipment used for food preparation and serving tasks.
- Covers, dates and properly stores all leftover products that are re-usable.
- Returns soiled food preparation utensils and small wares to the proper areas.
- Keeps walk-ins clean and organized.
- Ensures that the storage room is neat and that all products are stored properly.
- Ensures that all food products are used on a timely basis.
- Notifies executive chef in advance of expected shortages.
- Acts as supervisor of kitchen personnel in absence of executive chef.
- Attends staff meetings.
- Performs other appropriate tasks as assigned by the Executive chef.
- Work involves frequent lifting or moving of objects weighing up to 30 lbs.; constant standing and walking; and occasional lifting of over 50 lbs.

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 have completed five years of education beyond high school; or have four years of equivalent culinary experience in a restaurant, catering or hospitality industry; or 1 year equivalent to a GS-5/NF3 level. Education in Culinary Arts or related focus preferred.
2. Incumbent must have experience in leading junior kitchen personnel.
3. Demonstrated experience maintaining a clean and sanitary kitchen environment while adhering to safe food handling and storage practices, including FIFO; with experience operating and maintaining a variety of food service equipment. Current ServSafe certification preferred.
4. Incumbent must have the ability to analyze and correct production problems independently and coordinate the cooking process for food items assigned to them.
5. Demonstrated proficiency in executing standardized recipes and procedures. Experience with recipe and menu development is preferred.

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. Flexible employees are employed based on the needs of the business.
- 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.