



## Naval Academy Business Services Division

Job Announcement Number: 26-003

Vacancy Open: December 29, 2025 – January 12, 2026

Area of Consideration: All Qualified Persons

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

Security Level: Tier 1 – Non-Sensitive

### POSITION DETAILS

Bartender (Event Staff) NA-7405-05

Flexible (0-40 hours weekly)

\$20.34/Hour + Tips

Positions Available: 5

Perks: Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

*We're seeking enthusiastic and skilled bartenders ready to contribute their talents and become a vital part of the Academy experience. If the thought of blending your bartending skills with the unique atmosphere and traditions of this iconic institution excites you, and you're ready for a bartending role that's anything but ordinary, take the plunge and apply! Scheduling varies in support of events, morning and evening shifts, weekdays and weekends, and occasional holidays.*

### JOB SUMMARY

*The Event Staff Bartender 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 Event Staff Bartender is responsible for providing food and beverage service to event patrons at the Naval Academy Club, the Club at Greenbury Point, and various other locations as part of the Retail Dining and Hospitality Team.

### DUTIES & RESPONSIBILITIES

- Answers patron questions regarding food and service.
- Responds to guests with sensitivity with regard to their needs and requests.
- Assures that all food and beverages are served in a timely manner.
- Mixes and serves a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters, and fruit garnishes, in order to provide specially requested beverages. Serves liquor, beer, and wine.
- Executes proper and timely set up and completes clean-up of all banquets.
- Reports maintenance problems or other problems to the supervisor.
- Provides other duties as assigned.
- Prolonged standing, walking, reaching. Frequent light to moderate lifting of objects weighing up to 50 pounds is required. Occasionally will lift kegs weighing over 100 pounds onto dolly to transport to specified locations.
- Must meet minimum age requirements.

### 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 a minimum of two-year's experience as a server and/or bartender in a food or beverage establishment. Restaurant or Catering Bartending experience preferred.
2. Incumbent must be skilled in mixing basic drinks, such as a Blood Mary, Margarita, etc.
3. Incumbent must be able to lift objects weighing up to 50 pounds.
4. Incumbent must have strong communication skills to promote a team mentality, and the ability to operate in a professional, sanitary, service-oriented, friendly manner.
5. Experience working in a fast-paced environment, under short time constraints, and within established 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. Flexible employees are employed based on the needs of the business.
- Must be able to understand and communicate in English
- Must complete an Occupational Health screening for this position

## 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](mailto:nabsdjobs@usna.edu) if you need assistance.

Resumes must not exceed 2 pages.

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.*