



## **Naval Academy Business Services Division**

**Job Announcement Number: 26-017**

**Vacancy Open: January 5, 2026 – January 21, 2026**

**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**

Catering & Event Operations Manager, NF-1101-04

Full Time (35-40 hours weekly, Benefited)

\$28.00-\$32.00/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.

Join the Naval Academy Hospitality team leading, motivating, and inspiring the Catering and Events teams. Full Time, scheduling with daytime and/or evening shifts, including weekdays and weekends, and occasional holidays in support of events.

### **JOB SUMMARY**

This position is assigned to the Naval Academy Business Services Division (NABSD) Retail Dining and Hospitality team, located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

The Catering Operations Manager is responsible for the planning, execution, staffing, training, and supervision for all events contracted by the Naval Academy Club Catering Team in support of NABSD and USNA. 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.

### **DUTIES & RESPONSIBILITIES**

The Catering Operations Manager will ensure all events are properly coordinated with the Catering Director. This encompasses development and execution of appealing, original, cost effective, and proactive meetings, conferences, and special events in all USNA spaces approved for catering with minimal interruption to the USNA mission.

Ensure that 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 at USNA.

Assist in the development of processes to support the successful execution of conferences catered events, meetings, and special events. Ensure all staff are trained on the processes and standards are followed. Ensures a single point of contact to facilitate entire event on USNA grounds in compliance with all federal requirements.

Along with supervisory duties, the Catering Operations Manager will assist in the development and implementation of strategies to help the retail dining team provide the best guest experience. Will analyze guest feedback, observe staff performance, and meet with other departments to craft new strategies or improve existing ones. Ensure strict compliance with all relevant hygiene and safety legislation and requirements. Ensure that all CNIC food safety and alcohol requirements are met.

The position requires a high level of professionalism and independence regarding planning and managing the volume of work within the Catering Account Team. As a leader, the incumbent will need to be able to inspire the team to do their best work and motivate them to work hard to reach team goals. Maintain relationships with peers and other organizations in the hospitality industry while staying current with new trends and researching best practices.

Assists in the tracking of all expenses (labor, equipment, and rentals) and inventory so that contracts are accurate and ensure profitability.

**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 four years of equivalent managerial/operations experience in the country club, catering or hospitality industry. Education in Catering, Hotel, Hospitality, or Restaurant Management or a closely related field is preferred.
2. Experience coordinating across multiple teams (such as such as culinary staff, catering staff, inventory staff, and other stakeholders) to reach an end goal.
3. Experience coordinating catered events, with a working knowledge of all steps involved from setup to serving and bartending to supervising.
4. Incumbent must be proficient with Google Suite, MS Office Suite, PowerPoint. Experience preparing and analyzing reports, and recommending taking corrective action preferred.
5. Incumbent must have strong communication and interpersonal skills, with experience hiring, training, and managing staff members.

**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 be able to obtain and maintain a 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](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. 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:** Not applicable to NF4 and above positions
- **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.*