



## Naval Academy Business Services Division

**Job Announcement Number: 26-022**

**Vacancy Open: February 6, 2026 – February 23, 2026**

**Area of Consideration: All Qualified Persons**

**Must be at least 21 years of age for Federal Bartending**

**Security Level: Tier 1 – Non-Sensitive**

### POSITION DETAILS

Bartender, NA-7405-05

Part Time (20-34 hours weekly, Benefited)

\$20.55/Hour + Tips

Positions Available: 3

Benefits & Perks include: Medical, Dental, Life; 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. Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

*We are hiring Bartenders for multiple areas of the Retail Dining team. Bartenders may be scheduled for year-round support of the Naval Academy Alley Club and Restaurant; or for seasonal support of the Naval Academy Golf Course 19th Hole hosting Golf Tournaments and daily Member groups. Additional Bartending areas include Navy Baseball, Rugby and Ice Hockey.*

*Scheduling 6-hour to 8-hour shifts, 3 to 5 days per week. Availability needed to support Morning, evening, weekday, weekend, and holiday shifts in support of events.*

### JOB SUMMARY

The Bartender provides both the flexibility and the knowledge to multitask in a restaurant and/or catering atmosphere as a bartender. This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD) Retail Dining and Hospitality, Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

### DUTIES & RESPONSIBILITIES

- Employee prepares and serves all types of alcoholic and nonalcoholic beverages from a full-service bar.
- Receives payment or charges to member's account.
- Assists in taking inventory and maintaining records.
- Keeps bar area clean and keeps area stocked properly at all times.
- Washes bar equipment, glassware, and utensils.
- Executes other related duties as required.
- Position involves 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 (21 years of age).

## **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 possess a minimum of one-year experience working with alcoholic and non-alcoholic beverages. Restaurant or Catering Bartending experience preferred.
2. Ability to lift objects weighing up to 50 pounds.
3. Incumbent must be skilled in mixing basic drinks, such as a Blood Mary, Margarita, etc.
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 - We are an E-Verify participant
- Occupational Health Pre-Hire Screening Required
- Probationary period: Part Time employees must complete a one-year probationary period
- Must be able to understand and communicate in English
- Participation in Direct Deposit
- Must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct

## **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. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. 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 may be 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.*