



Naval Academy Business Services Division

Job Announcement Number: 26-021a

Vacancy Open: March 2, 2026 – March 9, 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

Student Trainee - Cook, NA-7404-04

Flex (0-40 hours weekly, Non-Benefited)

\$19.96/hour

Positions Available: 3

Join the Naval Academy Hospitality team to tune your culinary skills in a dynamic, professional environment. We offer comprehensive training opportunities across a variety of venues, including our full-service restaurant, The Alley, quick-service outlets like Drydock Restaurant, and our premier catering division. We provide flexible scheduling with 6–8 hour shifts available for mornings and evenings. As a seven-day-a-week operation, we have opportunities for weekdays, weekends, and holidays to support our diverse events.

JOB SUMMARY

The Student Trainee - Cook 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 primary purpose of the Student Trainee – Cook position is to perform a range of simple cooking by preparing and cooking items that require little or no processing such as pancakes, eggs, and vegetables. Student Trainee may be assigned specific projects to complete and may rotate between various working areas. Based on established policies, incumbent prepares food items specific to the work area assigned. The specific food preparation assigned to this position will vary, depending upon the developmental needs of the individual student trainee.

DUTIES & RESPONSIBILITIES

- Prepares hot cereals, broils meats, cooks soups, sauces, and gravies.
- Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets.
- Peels, chops, grinds, pars, slices, and purees.
- Mixes ingredients according to precisely written recipes that produce quality products, minimizes preparation time, and avoids food material waste.
- Operates a variety of kitchen equipment which utilizes electricity, steam, or microwave heat sources.
- Assembles and disassembles component parts and accessories for cleaning, and follows safety operating procedures regarding the operation of equipment to avoid personal injury or damage to the equipment.
- Uses a variety of cooking utensils required to measure, weigh, and process food items.
- Performs duties, in addition to classroom training, designed to provide an orientation in the application of theories and basic principles and practices in support of the specific assigned area.
- Receives formal and on-the-job instructions designed to familiarize incumbent with the functions and operations of the kitchen area and work responsibility.
- Gains practical experience in the application of related knowledge and applies professional and/or management theory, principles, and practices to the work assigned.
- Performs work requiring continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing up to 18 kilograms (40 pounds) unassisted, and occasionally lifts or moves objects weighing over 18 kilograms (40 pounds) with the assistance of lifting devices or other workers.

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

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

1. Enrolled in a college/university, community college, junior college, professional, technical, vocational, or other qualifying educational institution. Culinary degree in progress preferred.
2. Minimum GPA of at least 2.0 and in good academic standing.
3. Must be able to follow basic instructions and standardized recipes.
4. Incumbent must have a basic knowledge of food service equipment and maintain a sanitary work environment.

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 - We are an E-Verify participant
- Occupational Health Pre-Hire Screening Required
- Probationary period: Flexible employees are employed based on the needs of the business
- 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 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.