



Naval Academy Business Services Division

Job Announcement Number: 26-030

Vacancy Open: March 10, 2026 – March 24, 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

Inventory Management Specialist NF-2010-03

Full Time (35-40 hours weekly, Benefited)

\$22.00-\$25.00/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; Paid Vacation and Sick Leave Accrual.

The Naval Academy Business Services Division (NABSD) is a fantastic place to anchor your career. With several new venues launching this summer, we are entering an exciting phase of growth and are looking for fresh talent. Plus, as part of the Federal government, our positions come with the stability and excellent benefits you'd expect from a top-tier employer. Full Time scheduling with 8-hour daytime shifts, Monday – Friday, occasional holidays.

JOB SUMMARY

The Inventory Management Specialist (IMS) position is located within the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD) Retail Dining & Hospitality, Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress. The purpose of the position is to ultimately aid the Inventory Manager and actively participate in the receipt, storage, maintenance, and/or periodic physical inventories of merchandise sold and supplies used across a variety of NABSD's business units.

DUTIES & RESPONSIBILITIES

- Acts as central coordinator of all receiving documents and paperwork related to the receipt of resale and non-resale merchandise for designated NABSD business operations.
- Inspects incoming deliveries for quality and quantity, comparing receiving documentation against purchase and/or transfer order documents.
- Verifies and uploads all necessary receiving paperwork into inventory management software applications and communicates with managers and buyers regarding any discrepancies or issues.
- Coordinates the transfer of goods from one location to another, as necessary. Ensures all transfer order documentation is complete and accurate.
- Conducts routine periodic inventories of storage and/or retail spaces and reconciles inventory data in inventory management software.
- Prepares spaces for and assists with inventory counting and/or audits.
- Communicates with the Inventory Manager on all matters pertaining to merchandise inventories, quantities on hand, stock levels, and spot inventory/cycle count record keeping and planning.
- Aids management in identifying program deficiencies and assists in determining the impact to the patron community of changes in service to designated business units.
- Works toward optimizing procedures and becoming a subject matter expert in receiving and distributing merchandise with regard to inventory management software and handheld scanning technology.
- Work requires frequent moderate lifting and carrying of objects weighing up to fifteen pounds. Pushing, and pulling objects weighing up to twenty pounds and occasionally lifting up to and over forty pounds. Heavier objects are usually transported with the aid of a cart or dolly.
- Work requires physical exertions such as long periods of standing, walking, recurring bending, crouching, stretching, reaching or similar activities. Incumbent will be exposed to uneven, slippery, or wet surfaces.

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 three years of equivalent administrative/management/inventory experience in the hospitality industry. Education in Business Administration, Supply Chain Management, Operations Management, Logistics Management or related focus preferred.
2. Candidates must be proficient with Google Suite, MS Office Suite. Experience using inventory software for product receiving is preferred.
3. Incumbent must have the ability to self-manage with little to no supervision, and have strong organizational skills with the ability to plan out duties to meet deadlines.
4. Experience coordinating with different departments, and delivering goods to multiple locations. Valid driver's license required.
5. Experience in food service and proper food storage techniques like "FIFO."

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
- 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
- Participation in Direct Deposit
- Valid Drivers License to travel between multiple Retail Dining locations.
- 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. Resumes must not exceed 2 pages. **Apply Here:** [NABSD Career Center](#)
Visit our website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance.

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.