



## Naval Academy Business Services Division

Job Announcement Number: 26-037a

Vacancy Open: May 13, 2026 – May 28, 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

Sous Chef, NF-1101-03

Full Time (35-40 hours weekly, Benefited)

\$25.00-\$28.00/hour

Positions Available: 1

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.

*Exciting Career Opportunities with the Naval Academy Hospitality Team! This is an exceptional time to join the Naval Academy Hospitality team as we continue to expand and elevate our services. We are looking for Sous Chefs who are ready to take ownership and are striving for results. Join us as we embark on this journey of growth and innovation. Be part of a team that values culinary excellence and offers opportunities to contribute to a dynamic and thriving hospitality operation. 8 hour shifts which may include mornings, evenings, weekdays, weekends and holidays.*

**In order to meet the basic requirement of the Sous Chef position, NF-1101-03, you must meet one of the following:**

- (a) One (1) year of specialized experience in a culinary role. Specialized experience includes: use of more advanced culinary techniques; preparing complete meals with several dishes for special diets; culinary supervision. OR
- (b) One (1) full year of graduate level education.

### JOB SUMMARY

The Sous Chef will prepare food items required for all banquet events, including breakfast, luncheons, dinners, and special parties. This 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.

### DUTIES & RESPONSIBILITIES

- Obtains necessary products and small equipment items required for food preparation.
- Operates food production equipment according to manufacturers' instructions.
- Prepares food in accordance with standard club and banquet recipes.
- Prepares meats, seafood, vegetables and other items required for line and special function purposes. Prepares all sauces, stocks and soups. Carves food on buffet line.
- Assists with preparation of other food products on serving line as needed. Assists cooks in their tasks.
- Sets-up plating line for banquets, assists with plating duties. Sets up, maintains, and breaks down work station.

- Maintains items on steam table; checks par levels. Notifies executive chef in advance of expected shortages.
- Consistently uses safe and sanitary food handling practices, including those related to personal hygiene.
- Maintains security and safety in work areas. Adheres to state and local health and safety regulations.
- Serves items in accordance with established portion and presentation standards.
- Maintains a clean work station, including equipment used for food preparation and serving tasks.
- Covers, dates and properly stores all leftover products that are re-usable.
- Returns soiled food preparation utensils and small wares to the proper areas.
- Ensures that the storage room is neat and that all products are stored properly. Keeps walk-ins clean and organized. Ensures that all food products are used on a timely basis.
- Acts as supervisor of kitchen personnel in absence of executive chef. Attends staff meetings.
- Performs other appropriate tasks as assigned by the Executive chef.
- Work involves frequent lifting or moving of objects weighing up to 30 lbs.; constant standing and walking; and occasional lifting of over 50 lbs.

**YOU WILL BE RATED ON THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) FOR THIS POSITION:**

1. Experience at or above the Sous Chef level in a restaurant, catering, country club or hospitality industry. Culinary Arts education is preferred.
2. Experience following, documenting, building, revising and standardizing recipes and/or menus. Experience using BOH software system (Yellow Dog, Restaurant365, Nova, Rosnet, etc) is preferred.
3. Experience training, coaching and leading junior kitchen personnel in consistent execution, proper safety and sanitation standards, and following SOPs. Current ServSafe certification preferred.
4. Ability to plan and coordinate cooking processes, analyze and recognize kitchen production issues, and resolve issues while maintaining service standards and flow.

**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
- Reference Checks
- 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. 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](mailto: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:

- **NAF RPL (Non-Appropriated Fund Reemployment Priority):** Most recent separation BBA SF50 (or equivalent).
- **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.*