**Naval Academy Business Services Division**
**Job Announcement Number: 26-042a**
**Vacancy Open: June 22, 2026 – July 6, 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

Server (FSW), NA-7408-02

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

$19.48/hour + Tips

Positions Available: 1

Perks: Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

*We are seeking friendly, hardworking individuals to join our hospitality team. There may be opportunity for cross-training with the barista position, enabling you to acquire new skills and experiences in a dynamic environment. Servers may be scheduled for year-round support of the Naval Academy Alley Club and Restaurant; or at the soon-to-open Anchors and Irons venue at the Brigade Sports Complex.*

*Flexible scheduling is available, with varying schedules based on the assigned department. 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.*

**In order to meet the basic requirement of the Server (FSW), NA-7408-02, you must meet the following requirement:**
Experience that has equipped you with the ability to perform the duties of a food service worker, which may include, but are not limited to recording guest orders, explaining menu offerings, basic food and beverage prep, delivering/serving food, clearing dishes and resetting tables for incoming guests, etc.

## JOB SUMMARY

The Sever 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 Server provides the knowledge, skills, and adaptability, necessary to multitask effectively in diverse restaurant, catering, and cafe environments.

## DUTIES & RESPONSIBILITIES

- Deliver a refined guest experience by anticipating needs and providing personalized attention for both daily dining and Private Events.
- Act as a dedicated host for catering clients, ensuring event timelines are met and guest requests are handled with a "yes-first" attitude.
- Accurately record orders and process payments efficiently via the POS system.
- Confidently explain menu offerings, ingredients, and pairings to enhance the guest experience.
- Promptly deliver dishes to tables or catering stations with a focus on professional presentation and temperature.
- Proactively clear plates and glassware to keep The Alley and event spaces pristine; quickly sanitize and reset stations for incoming guests.
- Other duties may include:
    - Prepares coffee and tea beverages, sandwiches, fruit and vegetable salads, and box lunches.
    - Assists with preparation and execution of catering events, sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food.

- Position involves prolonged standing, walking, reaching, stooping, pushing, pulling and bending. Frequent light to moderate lifting of objects weighing up to 20 pounds occurs routinely, sometimes up to 50 pounds. Uses assistance from other coworkers for moving objects weighing more than 20 pounds.

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

1. Customer service experience working in a food service role. Experience as a server preferred.
2. Experience multi-tasking in a high-volume, fast-paced setting.
3. Experience maintaining sanitation standards.
4. Experience using a POS (Point of Sale) system or Cash resister in a food service role. POS/Cash Register experience in a server or barista position preferred.
5. Experience explaining menu offerings, ingredients, and pairing for guest satisfaction and for allergen concerns.

**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: Flexible employees are employed based on the needs of the business.
- Must be able to understand and communicate in English
- Must complete an Occupational Health screening for this position
- 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 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.*