



Naval Academy Business Services Division

Job Announcement Number: 26-054

Vacancy Open: June 30, 2025 – July 14, 2025

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

Catering Executive Chef, NF-1101-04

Full Time (35-40 hours weekly, Benefited)

\$40.00-\$44.00/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 options; and Paid Vacation and Sick Leave Accrual.

Join a team dedicated to culinary excellence, innovation, and exceptional hospitality while serving one of the nation's most prestigious institutions. Lead high-volume, chef-driven dining operations with purpose, pride, and a passion for excellence.

In order to meet the basic requirement of the Executive Chef position, NF-1101-04, you must meet one of the following:

- a) Three (3) years 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) Three (3) full years of graduate level education.

JOB SUMMARY

The Senior Catering Chef (Executive Chef) is a member of the Naval Academy Hospitality Culinary Team, within the Naval Academy Business Services Division (NABSD). Under the direction of the Deputy Director of Hospitality or designee, the Senior Catering Chef is responsible for assisting in the planning, organizing, and directing of daily food production, functions, including presentation, service, safety and sanitation practices for any of the establishments under the Hospitality purview.

DUTIES & RESPONSIBILITIES

The incumbent will have an innovative mind with a focus on excellence at all levels – from culinary to technology and service. The Senior Catering Chef will be responsible for menu development in support of our award-winning catering operation as well as NABSD's other retail dining venues to include restaurants, Quick Serve Restaurants (QSR) and Cafes. They will manage the procurement of the finest ingredients to meet the goals of each operation while maintaining inventory and cost controls. They will be responsible for hiring, training, supervising, evaluating and mentoring their team. They will work with a team of catering executives to execute events for all occasions.

We are in the process of moving into a brand-new central kitchen with attached QSR. The Catering Executive Chef will manage the central catering kitchen operation and its staff ensuring best practices and standard operating procedures are developed and implemented. The incumbent will promote a healthy work environment, guide, train and mentor our staff and maintain good working relationships with all staff and clients, to include VIPs and visiting dignitaries.

Physical demands Include walking and standing, lifting a maximum of 50lbs. Incumbent will work in an office setting, kitchen setting and in the area of the catering events (at times, the events may be offsite).

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

1. Experience leading, supervising, or managing a culinary team. Experience leading culinary teams for Banquets or large-scale events is preferred.
2. Knowledge of and experience managing inventory controls, to include: purchasing; production planning; waste reduction; BOH software; sanitation programs; HACCP principles; health-code compliance.
3. Ability to plan, coordinate, and execute large-scale food production, banquet execution, off-premise catering, and multi-outlet food operations. Experience maintaining food quality, production schedules, and presentation standards during events is preferred.
4. Experience building recipes and menus, to include: writing and maintaining standardized recipes; conducting recipe and menu costing; optimize profitability while maintaining customer satisfaction.
5. Experience managing financial and operation resources by analyzing labor utilization, payroll, scheduling, food and labor costs, operating budgets, capital equipment planning, and sales performance.

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 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 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:** Not Applicable to NF-4 and above positions.
- **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.