



**CONTINUOUSLY OPENED  
NONAPPROPRIATED FUND JOB LISTING**

11/1/2008

**Visit us on the web at: <http://www.88thservices.com/humanresources.htm>**

Attached is a listing of positions continuously open for recruitment. All applications submitted will be maintained on a 90 day register. *A position on this listing does mean the position is currently vacant.*

1. All newly established positions or established positions not listed here will be announced at least 5 workdays for recruitment.
2. You may submit applications for any position for which you feel qualified. A separate application must be submitted for each position using OF 612, Optional Application for Federal Employment. Other required forms are, OF-306, Declaration for Federal Employment and AF Form 243, Statement of Physical Ability – (NAF). Photocopies may be used as long as an original signature is on each form. Applications are maintained in the Human Resources Office (HRO) for a period of 90 days after which they are inactivated, unless you request an extension for an additional 90 days.
3. **CHILD DEVELOPMENT CENTER AND YOUTH CENTER:** Positions in these activities require additional information; please contact a representative from the HRO. Please provide a copy of your High School Diploma along with the additional forms. .
4. **CURRENT NAF EMPLOYEES:** You may submit AF Form 2550, NAF Application for Promotion or Other Position Change at any time. AF Form 2550 will be retained on file in the HRO until you are selected for the position, you request its removal or you leave NAF employment.
5. **ACTIVE DUTY:** Must submit AF Form 3902, Application for Off-Duty Employment.
6. There are three categories which receive hiring preference:
  - a. **SPOUSE PREFERENCE APPLICATIONS** must be accompanied by a copy of the sponsor's orders.
  - b. **TRANSITION HIRING PREFERENCE APPLICATIONS** (involuntarily separated military members and their eligible dependents) must present transition assistance ID Card.
  - c. **VETERAN PREFERENCE APPLICATIONS** must be accompanied by Member's Copy 4 of a DD-214.
7. Applications are accepted in the Human Resources Office, Building 286 from 8:00 a.m. to 4:00 p.m. Monday, through Friday. You may also FAX your application to (937) 656-1398 or mail completed applications to:  
**NAF Human Resources Office  
88 MSG/SVH  
4185 Logistics Ave, Bldg. 286  
Wright-Patterson AFB, OH 45433**
9. Questions regarding NAF employment, please call (937) 257-4173
10. This list does not include positions for the Army & Air Force Exchange Service (AAFES) or the Commissary.
11. **ATTENTION ALL APPLICANTS:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

**WRIGHT-PATTERSON AFB IS AN EQUAL OPPORTUNITY EMPLOYER**

# CONTINUOUSLY OPEN WPAFB NAF POSITIONS

<u>POSITIONS</u>	<u>GRADE</u>	<u>PAY</u>
<ul style="list-style-type: none"><li>• <b>Aircraft Mechanics</b></li></ul>	<b>NA-8852-10</b>	<b>\$14.23 PH</b>
Diagnoses and corrects malfunctions of major aircraft systems. Operates, troubleshoots, repairs, and modifies hydraulic, fuel, rigging, pneumatic, heating, and other systems of aircraft. Must possess a current FAA Airframe and Power Plant Mechanic (A&P) Certificate.		
<ul style="list-style-type: none"><li>• <b>Child and Youth Program Assistant</b></li></ul>	<b>CY-1702-01/02/03</b>	<b>\$10.58-\$13.58 PH DOE</b>
Assists in planning and conducting an effective child development & youth program to meet the physical, social, emotional, and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor, ECT. These positions are also located in our School Age Program Centers: Before and After School Programs. Must be at least 18 years of age, hold a high school diploma (or equivalent), and have the ability to speak, read, and write English.		
<ul style="list-style-type: none"><li>• <b>Cook</b></li></ul>	<b>NA-7404-04</b>	<b>\$9.78 PH</b>
Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings, ECT. Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity.		
<ul style="list-style-type: none"><li>• <b>Food Service Worker</b></li></ul>	<b>NA-7408-01/02</b>	<b>\$7.53/\$8.30 PH</b>
Operates, breaks down and cleans all electrical equipment for food preparation. Cleans kitchen equipment (e.g., worktables, sinks and refrigerators)./ Assembles and tosses fresh fruit or green salads in quantity using prepared dressings, serves into standard serving sizes. Makes cold sandwiches using prepared ingredients, ECT.		
<ul style="list-style-type: none"><li>• <b>Cashier-Checkers</b></li></ul>	<b>NF-2091-I</b>	<b>\$7.00-\$12.85 PH DOE</b>
Operates cash register, rings up the sale, receives money and makes change, processes credit card sale, or charges to member's account. May perform related food service duties such as assisting in setting up the serving line, replenishing beverage dispensers, ensuring kitchen staff is advised when buffet line needs replenishment, ECT. Must have experience in responsible clerical or office work which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers		
<ul style="list-style-type: none"><li>• <b>Bartenders</b></li></ul>	<b>NA-7405-03/05</b>	<b>\$9.03/\$10.52 PH</b>
Operates limited service bars. Prepares a limited variety of alcoholic drinks by selecting proper premix and garnish. Serves beer, soda and wine. Serves patrons directly or delivers to waiter. Receives payment, operates cash register, and makes and returns change to patrons or waiter./ Operates a full service bar. Mixes and serves all types of alcoholic or nonalcoholic drinks to order, following a variety of established recipes, ECT. Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of correct proportions and mixtures to use in preparing beverages		
<ul style="list-style-type: none"><li>• <b>Waiter</b></li></ul>	<b>NA-7420-01/03</b>	<b>\$7.53/\$9.03 PH</b>
Following specific instructions and rigid time schedules, secures food from kitchen, and carries beverages from bar and serves customers. Refills food and beverage containers and performs emergency cleanup services. Answers simple questions concerning menu items and food served./ Receives guests and takes orders. Writes guests' orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages, ECT. Must have experience or training in proper food handling and serving techniques		
<ul style="list-style-type: none"><li>• <b>Recreation Aid</b></li></ul>	<b>NF-0189-I</b>	<b>\$7.00-\$12.85 PH DOE</b>
Performs and/or assists other recreation assistants or specialists in the operation and maintenance of indoor and/or outdoor recreational facilities, ECT. Practical knowledge of recreational activities, rules, and procedures. Ability to safeguard and handle cash and skill in the use and maintenance of various recreational equipment and facilities are desirable; however, no experience is required.		
<ul style="list-style-type: none"><li>• <b>Custodial Workers</b></li></ul>	<b>NA-3566-01</b>	<b>\$7.53 PH</b>
Dusts, waxes, and polishes furniture. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. Makes beds and changes linen. Collects soiled linen and places it at a pickup point. Receives clean linen and delivers it where directed, ECT. No experience required.		