

**VACANCY ANNOUNCEMENT  
TOBYHANNA ARMY DEPOT  
TOBYHANNA, PENNSYLVANIA 18466-5077**

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**TYPE OF VACANCY:** Non-Appropriated Fund Vacancy

**FILING DATE:** OPEN CONTINUOUSLY

**JOB TITLE, SERIES AND GRADE:** Cook, NA-7404-06

**STARTING RATE:** \$11.55 per hour

**LOCATION:** All Nonappropriated Fund  
Activities and Serviced Areas

**AREA OF CONSIDERATION:** All Nonappropriated Fund  
Activities and Outside Sources

**TYPE OF APPOINTMENT:** Flexible

**DUTY SCHEDULE:** Unscheduled (No basic workweek)

**STANDARD REQUIREMENTS: Direct Deposit Is Required.** As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

**NOTICE:** IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

**NOTE: THIS ANNOUNCEMENT CANCELS PREVIOUS ANNOUNCEMENT DATED APRIL 2002. ALL APPLICANTS WHO HAVE REQUESTED CONSIDERATION UNDER THAT ANNOUNCEMENT MUST RE-APPLY.**

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**SUMMARY OF DUTIES:** Prepares and cooks a variety of menu items. Apportions foods for family style servings as well as for plate service. Follows health and safety precautions to ensure safe preparation and storage of food items. Picks up items needed for menu preparation, rotating food inventories as appropriate. Takes inventory to determine ordering requirements. Sets up and serves food necessary. Operates kitchen equipment designed to mix and cook food items. Uses, cleans and maintains power kitchen equipment. Keeps working area clean in accordance with standard sanitation requirements. Performs other duties as assigned.

**SKILL AND KNOWLEDGE:** Basic knowledge of food preparation principles and practical understanding of the physical processes that occur in cooking. Knowledge of proper cooking temperatures and preparation methods for a variety of foods. Ability to schedule and coordinate preparation of a number of different foods in order to ensure that they are ready for service at the appropriate mealtime. Knowledge of food borne illnesses, food safety, and proper storage methods for hot and cold food items in order to prevent loss or illness due to spoilage. Ability to follow written and verbal instructions, particularly standard recipes, and detailed cooking instructions. Skill in operating and cleaning a wide variety of food service equipment, including special equipment for the preparation of large volume items. Skill in carving, preparing garnishes, and assembling attractive platters, salads, and other food presentations. Must have knowledge of standard formulas used in yield testing to determine portion cost and to adjust ingredients in standard recipes when altering the number of servings required. Also must have knowledge of methods and procedures necessary for ordering, issuing, storing food items in accordance with inventory and sanitation requirements.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

All required background checks IAW current AR 215-3 and related regulations. A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability.

**QUALIFICATION REQUIREMENTS:** High School graduate or equivalent. Applicants must have six (6) months of progressively responsible general experience, plus a minimum of nine (9) months specialized experience in a food service activity.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Acceptable education will be given appropriate credit in accordance with regulations.

**HOW TO APPLY:** Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, Attn: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

**EMPLOYMENT PREFERENCE:** (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

**Spouse Employment Preference (SEP):** Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

**Involuntarily Separated Military (ISM):** Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

**DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.**

**THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.**

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond  
Human Resources Assistant