KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

Announcement Number | SA19DECA35H
Position Title & Grade | Store Worker, KWB-6914-4
Opening Date | 19 June 2019
Closing Date | 25 June 2019
Organization | OSAN AB Commissary LV/WJUWG, Pacific Area/Zone 36, DeCA Store Operations Group, APO AP 96278-6290
Duty Location | OSAN

PAY RANGE:
KWB-4: Between 13,731 Won and 19,571 Won.

TOUR OF DUTY: 40 hours per week.

AREA OF CONSIDERATION: All current USFK KN employees.

NOTE: 1. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area. 2. For Area I & II applicants: Selectee for this position may be eligible for relocation allowance if applicable and all requirements in paragraph 8-13 (Relocation Allowance) of USFK regulation 690-1 are met. Under the Yongsan Relocation Plan (YRP), individual moves of the selectee from Area II to other Areas will be authorized by the YRP moving services processes as stipulated in Civilian Human Resources Transformation Guidance.

MAJOR DUTIES:

KWB-4: Working in one or more departments of the commissary sales store, usually has responsibility for an assigned area, with or without subordinate workers, performs substantially all of the following. Determines daily requirements, receives, stores, prepares for sale and displays all categories of perishable or non-perishable items. Makes continuous checks of displayed items to ensure quality, quantity, adequacy, correct price and neatness. Replenishes stock to meet normal and special demands. Alters displays to accommodate extra quantities or to add new items. Assures that all items are readily accessible to customers, stacked in safe manner, that broken or damaged items are promptly removed and that items moved or abandoned by customers are returned to their proper locations. Assists customers with non-routine problems which do not require handling by management officials. Prepares informal requisitions for the replacement of stock. Estimates daily requirements of highly perishable items and sees that orders are placed for same. Notifies the department manager when reserve stocks are low or when items are moving at an unusual rate. Participates in inventories. Checks refrigerated boxes to ensure proper temperatures are maintained. May relay instructions from department manager to other workers of same or lower grade. Performs other duties as assigned.

WORKING CONDITION: Work primarily inside, including frequent entry into refrigerated storage rooms. Occasionally works outside on loading docks in unpleasant weather. Subject to possible injuries in handling boxes and other items.
QUALIFICATION REQUIREMENT:

EXPERIENCE: One year of general experience plus one year of specialized experience.
GENERAL EXPERIENCE: Actual work experience at a trainee, helper or other work related to the trade or craft for which being considered.

SPECIALIZED EXPERIENCE: Experience at the "Junior" or higher level in the work related to trade or craft for which being considered.

ENGLISH LANGUAGE COMPETENCY: The approval of management panel to determine English conversational skill is required.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 1. Graduation from technical high school in the field, successful completion of a formal training course (at least 90 days duration) or possession of a valid license or certificate of competency issued by the ROKG may be substituted for required one year of general experience. 2. Graduation from technical junior college in the field or possession of a 1st class ROK license/certificate of competency issued by the ROKG may be substituted for required one year of general and one year of specialized experience.

HOW TO APPLY: Applicants must submit an Application for Employment (USFK Form 130EK) to the e-mail address below. USFK Form 130EK is available at the website, https://knrs.chra.army.mil. The e-mail subject line must contain the announcement number for which the applicant is applying for. If you apply for multiple positions, you must submit separate application and e-mail for each vacancy.

It is your responsibility to verify that information entered on your application form is completed, accurate. Applications that are not completed, incorrect will not be considered. Supporting documentation (certificates for experience and education, required licenses, etc.) should be provided when requested, and failure to provide the requested documentation will result in non-consideration.

WHERE TO APPLY:

e-mail: usarmy.henry.chra-fe.mbx.knrs-notifications@mail.mil

EMPLOYMENT POLICY : It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity, in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CHRA/HRO/CPF or HQ USFK, CPD, ATTN: FKCP-SES, Unit #15237, APO AP 96205-5237.

ADDITIONAL INFORMATION : For more information on Korean National employment program, please contact Civilian Personnel Advisory Centers: Area I&II CPAC 0503-357-2231 (DSN: 757-2231), Area III CPAC 053-470-6843 (DSN: 768-6843), Area IV CPAC 053-470-7294 (DSN: 768-7294)