KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

Announcement Number | SN19682581H
Position Title & Grade | Waiter/Waitress, KWB-7420-2
Opening Date | 19 June 2019
Closing Date | 25 June 2019
Duty Location | Pyongtaek

PAY RANGE: KWB-2: Between 11,872 and 16,817 Won per hour

TOUR OF DUTY: 20 hours per week (Part time)

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 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: Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and pepper shakers, napkins and ash trays. Takes orders for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Obtains bread, butter, fruits, juices, cereals, salads, desserts, beverages or other such food items from appropriate stations in the food service department. Carries food and beverages to tables. Serves food in individual dishes to each diner or places certain items of the food in large containers on tables for "family style" service. Removes empty dishes to dishwasher and sets the table for the next diner. Wipes glasses and silverware; sweeps dining room floor, dusts room furniture and furnishings and removes, sorts, records and packs soiled pieces of table linen for laundry. Prepares tables for serving meals and beverages. PROCURES clean linen, silverware and glassware. Discusses menu with manager or dining room supervisor to learn specials and to familiarize self with prices and dinners that are listed by number to expedite giving orders to the cooks. Obtains meal orders from customers and serves the food. May answer questions about certain dishes. Periodically observes customers first served to fulfill any additional requests and to notice when meal has been completed. Presents bill for payment. Accepts cash payment or signature of member or guest. Removes dirty dishes and takes them to the kitchen to be washed. Asks patron for beverage order describing the types of cocktails, liquors, highballs, and wines. Writes the order down on order book or pad. Transmits order to bartender; receives and places the order on tray and serves customers. Performs other duties as assigned.

WORKING CONDITIONS: Danger of minor burns from warming ovens, hot liquids and food containers. Danger of slipping on wet, soapy or highly polished floors.

QUALIFICATION REQUIREMENTS:

EXPERIENCE: No prior experience or education required.
ENGLISH LANGUAGE COMPETENCY: The approval of management panel to determine English conversational skills is required.

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, Unit #15237, APO AP 96271-5237.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact Civilian Human Resources Agency - Far East Region 0503-363-4657 (DSN: 763-4657).