



# Cook/Baker

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	19-842-01EXOC		
Title, Series, Grade (Code)	Cook Baker, WM-9976-9 (842)		
Base Salary:	\$35,485 Per Annum		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	November 26, 2018	Closing Date	Open Continuously with Periodic Cutoffs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	<p>All United States citizens and current Military Sealift Command Civil Service Mariner (CIVMAR) eligible to apply under the Veterans Employment Opportunities Act (VEOA). Active Duty Service Members (ADSMs) must submit a certification (i.e., statement of service) at the time of application which certifies that the service member is expected to be discharged or released from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Relocation expenses are not authorized for this position.</p>		
Duties:	<p>The Cook Baker is a Civil Service Mariner (CIVMAR) employed by the Navy to serve the Military Sealift Command (MSC) onboard naval auxiliaries and hybrid-manned warships worldwide, in peace and war. MSC exists to support the joint warfighter across the full spectrum of military operations. MSC provides on-time logistics, strategic sealift, as well as specialized missions anywhere in the world, in contested or uncontested environments.</p> <p>The Cook Baker is responsible for the timely preparation and production of all bakery items. Incumbent is responsible for the cleanliness and maintenance of the bakeshop and associated areas and in the efficient overall operation of the galley/kitchen. Incumbent shall assist the Chief Cook and perform the following duties:</p> <p><b>BAKERY PRODUCTION:</b> Prepare all bakery items in accordance with the daily production sheet (NAVSUP 1090), utilizing the MSC 35 day cycle menu or locally approved recipes as directed by supervisor(s).</p>		

	<p><b>FOOD SERVICE EQUIPMENT OPERATION:</b> Carefully inspect all baking equipment prior to use and report to the Chief Cook any necessary repairs and replacements of baking equipment and utensils. Assists in taking inventory of galley equipment and utensils, adhere to all principles of safety and report any accidents immediately.</p> <p><b>SANITATION AND SAFETY:</b> Carefully inspect all ingredients prior to use. Ensure subsistence items, supplies and equipment are maintained in a neat, orderly and sanitary manner.</p> <p>Assist in the proper care of perishable leftovers and in wrapping, labeling and refrigerating all usable leftovers and unused provisions.</p> <p>Assist in the cleaning and upkeep of the bakery areas and equipment; disposal of trash and garbage in accordance with environmental regulations; and cleaning and sanitizing garbage containers, lining them with plastic bags and covering when not in use.</p> <p>Adhere to all sanitation procedures and personal hygiene standards IAW NAVMED P-5010. Ensure continuing application of and compliance with Equal Employment Opportunity (EEO) laws, regulations and policies.</p> <p><b>REQUISITIONING OF ITEMS:</b> Requisition and receive all bakery items needed for the daily preparation of the bakery menu products and ensure that all items are properly recorded and stored.</p> <p>Everything in this Position Description is considered to be an essential function of this position. Performs other duties as assigned.</p>
<p>Minimum Eligibility Requirements:</p>	<p>Must be a United States citizen of at least 18 years of age and possess and maintain a valid:</p> <ol style="list-style-type: none"> <li>1. U.S. Passport with a minimum of seven (7) months remaining of expiration date.</li> <li>2. Transportation Workers Identification Card and/or Department of defense (DOD) Common Access Card (CAC) with a minimum of ten (10) months remaining from expiration date.</li> <li>3. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC), with a minimum of ten (10) months remaining of expiration date with the following endorsement(s): Ordinary Seaman, Wiper, Stewards</li> </ol>

Department (FH).

4. USCG Medical Certificate (w/o limitations/restrictions on Food Handling).

**AND**

Specialized experience. Specialized experience is defined as possessing at least one of the following:

a. One year (12 months) of cumulative service as a CIVMAR permanent MSC Second Cook or Temporary MSC Cook/Baker. The one year of permanent Second Cook or Temporary Cook/Baker must have been within the past five years from closing date of this announcement. The candidate may exceed this five year requirement if continuously employed in a food service capacity.

**AND** successful completion of the following courses:

(1) MSC Baking Techniques course

**AND** either one of the following:

(a) Current U.S. Armed Forces Food Safety/Sanitation Supervisor Course, OR

(b) Current Annual 4 Hour Sanitation Course.

**OR**

b. Previous U.S. military experience in Culinary (Pay grade E-5 or above) with at least one Culinary tour of not less than 12 months in a Bakery Production Capacity. Military Service must be within the past five years from closing date of this announcement. The candidate may exceed this five year requirement if continuously employed in a food service capacity.

**AND** successful completion of the following courses:

(1) U.S. Military Service Food Production Course.

**AND** either one of the following:

(a) Current U.S. Armed Forces Food Safety/Sanitation Supervisor Course, OR

(b) Current Annual 4 Hour Sanitation Course.

**OR**

c. Current Certification as a Certified Working Pastry Chef or higher from the American Culinary Federation (ACF).

	<p><b>OR</b></p> <p>d. <b>(*)</b> Commercial baking experience of at least one year (documented) and current annual 4 hour sanitation training.</p> <p><b>OR</b></p> <p>e. A graduate of an accredited culinary academy/school and has completed Serv-Safe sanitation principles.</p> <p><b>(*) Documented Experience must be on official letter head, form, or evaluation from current or previous employer that describes experience related to these duties. Document must include company name, applicant's name, and name with signature of company/agency official.</b></p>
<p>Evaluation Criteria:</p>	<p><b>Applicants who meet the minimum eligibility requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required knowledge, skills, and abilities listed below that are essential to perform the duties and responsibilities of the position for which applications are being considered.</b></p> <ol style="list-style-type: none"> <li>1. Skill in preparation of bakery products utilizing approved recipes, guidelines and instructions.</li> <li>2. Knowledge and ability to safely and proficiently operate all equipment located in the Galley and food service areas.</li> <li>3. Knowledge of food service sanitation and safety in the prevention of food borne illness as associated with bakery operations.</li> <li>4. Ability to requisition items for the daily preparation of bakery products.</li> </ol> <p>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p>Conditions of Employment</p>	<ol style="list-style-type: none"> <li>1. CIVMAR positions are subject to drug urinalysis testing.</li> <li>2. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</li> <li>3. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical</li> </ol>

	<p>requirements. Participate in vaccine immunization; including a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local public health clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required. You must instead provide the medical department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority.</p> <ol style="list-style-type: none"> <li>4. Attend and successfully complete all mandatory training courses, including personal survival, which requires the ability to float in the water for a minimum of sixty (60) seconds.</li> <li>5. Be ready, willing, and able to physically perform the duties of this position worldwide at all times.</li> <li>6. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.</li> <li>7. Entry-level positions require candidates to pass an English language competency test.</li> <li>8. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</li> <li>9. Capable of speaking, understanding, reading and writing the English language.</li> </ol> <p><b><u>NOTE:</u></b></p> <ol style="list-style-type: none"> <li>a. The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, fails the language competency test, fails the drug test, fails to disclose employment information, fails to report to new employee orientation, or is unable to obtain a security clearance.</li> <li>b. On a case-by-case basis, an applicant who accepts a tentative offer of employment will be required to provide a VA Rating Decisions and/or Office of Worker's Compensation Program (OWCP) Scheduled Awards.</li> </ol>
How to Apply:	<p>All applications for employment with Military Sealift Command must be submitted through <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>.</p>

To begin the process you must submit an Information Request Form (IRF).

Your IRF submission will create a secure online profile after which you will receive an email to verify your account. Once verified, you will be able to complete the application process. Applications for this position can only be submitted during the announcement open period (Eastern Standard Time). Please note the email address you create will be used by the Command to correspond with you.

In addition to meeting the minimum conditions of employment, you will be required to **scan and upload .jpg or .pdf** files of the following documents:

1. Front and back of United States Coast Guard Merchant Mariner's Credential (MMC), Transportation Worker Identification Credential (TWIC), United States Coast Guard license, and/or STCW certificate, and U.S. Passport.

2. Relevant professional certificates as applicable for this position i.e. American Culinary Federation (ACF), Environmental Protection Agency (EPA) Universal, Global Maritime Distress and Safety System (GMDSS), Security Plus, etc.

3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).

4. If you served in the U.S. military service, you must provide a copy of your Certificate of Discharge (DD-214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD-214. If you are claiming 10 points or higher veteran's preference you must provide supporting documentation such as a completed Application for Preference (SF-15) [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Additional information on veteran's preference is available at <http://www.fedshirevets.gov/>. You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.

5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for.

6. Job related honors, awards, and special accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards.

	<p>You will be able to upload and store versions of these documents in your secure online profile. NOTE: It is the applicant's responsibility to ensure that the documents scanned and uploaded are legible. You have the ability to crop and view each document that is uploaded.</p> <p>You will not be able to submit an application unless you have uploaded the required documentation as indicated here.</p> <p>Applicants may be interviewed prior to being selected for employment.</p>
<p>How To Contact Us:</p>	<p>If you require technical support, please use the support tab located in the top right corner of the Start the Process page <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>. This will generate an email a message for you to submit your issue. Emails will be responded to during business hours M-F 0800 - 1700 CST.</p> <p>If you have any questions regarding the position or to follow up on an application submitted, please email us at <a href="mailto:civmar@sealiftcommand.com">civmar@sealiftcommand.com</a> or call us at (757) 341-4610 or (757) 341-4611, or our toll-free recruitment hotline at 1-877-562-7672 during the hours of 0700 to 2000 EST.</p>
<p>NOTE:</p>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b></p> <p>Federal job applicants who make a false statement in any part of the application could be turned down for the job, fired after beginning work, or subject to fine, imprisonment (U.S. Code, Title 18, Section 1001), or other disciplinary action.</p> <p><u>Employment of Federal Civilian Annuitants:</u> Selection of CIVMAR annuitants for MSC positions must be approved by the Director for Civilian Human Resources. Annuitants serve at the will of the appointing officer.</p> <p><u>Benefits Information:</u> In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployed period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25,</p>

	<p>Volume 300, at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.)</p> <p>Annuitants are not eligible for recruitment and retention incentives.</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p> <ol style="list-style-type: none"> <li>1. Previous security clearance issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one (1) year.</li> </ol> <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.</p>
<p>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</p>	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, ethnicity, or other personal condition unrelated to the applicant's basic ability to perform satisfactorily. Please visit <a href="http://www.msc.navy.mil/civmar/eeo.htm">www.msc.navy.mil/civmar/eeo.htm</a> for more information. Determinations of whether an accommodation is appropriate shall be made by the agency as soon practicable, after the initial application process and shall be made with regard to all applicable statutes and regulations. If assistance is required to complete the application process, interested applicants should call our CIVMAR Support Center at the above number and refer to the "How to Apply" section of this announcement.</p>

