

NON-APPROPRIATED FUNDS
Vacancy Announcement

OPENING DATE: 30 JUNE 2010
CLOSING DATE: UNTIL FILLED

POSITION TITLE: REC ASST (STAINED GLASS/POTTERY NF-0189-II \$8.71-\$17.08
NATURE OF APPOINTMENT: REG (full time), 20 – 40 hours per week.
LOCATION OF APPOINTMENT: ARTS AND CRAFTS, Patrick AFB, FL

BRIEF DESCRIPTION OF DUTIES: Performs a variety of service functions within the Arts and Crafts Center to include stained glass, pottery and demonstration classes. Operates the glass band saw, grinders, electric kiln, potter wheels and other equipment associated with both areas of art. May perform minor maintenance on equipment used. Assists other personnel with customer orders. Determines class schedules, contacts students and receives payment for classes and daily usage fees; operates cash register. Answers customer questions in person or by telephone and provides information on the Arts and Crafts Center and other FSS programs. Keeps work areas clean and neat ensuring that all debris is placed in the proper receptacles. May lift up to 20 pounds on occasion to unload merchandise. May assist with monthly inventories, noting quantity and condition of tools, equipment and supplies. Notifies supervisor of damaged equipment or on inventory shortages. Performs other related duties as assigned.

TRAINING AND/OR EXPERIENCE REQUIREMENTS: Must have a thorough understanding of stained glass **and** pottery programs, must have knowledge of and experience in using a kiln, glass band saw, grinders and other equipment used in these processes. Must be able to relate to both programs and instruct these to youth and adults. Must have basic mathematical skills to take measurements, compute amount of sale and issue correct change. May be required to work an uncommon tour of duty to include evenings and weekends. Must be able to communicate-read and speak-fluently in English. Must satisfactorily complete a National Agency Check with Inquiries (NACI).

WHAT TO FILE: Forms OF612 (or resume) & OF306
 AF Form 2550 (Current NAF employees)
 DD Form 214 (Prior Military Members)

WHERE TO FILE: Submit forms to 45 FSS/FSMH, 514 Falcon Ave, Bldg. 415, Patrick AFB, FL 32925 (HRO located next door to the barber shop in the Community Center). Applications are also available on our website at gopatrickfl.com, at the Base Library, and at the Tides Club on A1A.

PATRICK AFB IS AN EQUAL OPPORTUNITY EMPLOYER