

**POSITION:** Food Service Worker, WG-7408-1, Target WG-2, Target WG-3

**TYPE OF APPOINTMENT:** Permanent/Temporary (see note 1)

**NUMBER OF VACANCIES:** 1 Part-time position (15 hrs/week)

**SALARY RANGE:** WG-1: \$10.40 to \$12.14; WG-2: \$11.49 to \$13.41; WG-3: \$12.60 to \$14.70 per hour

**POSITION DESCRIPTION:** WG-1: 8350A; WG-2: 1105A; WG-3: 1306A

**NOTE 1:** Fourth area consideration applicants will only be appointed to a temporary appointment NTE 1 year.

**NOTE 2:** Applications received by 7/8/04 will be given first consideration for this position.

**NOTE 3:** Applicants without prior federal service will be appointed at step one of the grade.

**NOTE 4:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion

**NOTE 5:** This agency 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 agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE 6:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

**NOTE 7:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

**NOTE 8:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

**NOTE 9:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

**NOTE 10:** This is a Bargaining Unit position

**TOUR OF DUTY:** Position is day shift (Tour of duties are 7:00 a.m. to 10:00 a.m. or 8:00am to 11:00am or 4:30 p.m. to 7:30 p.m.). The work conditions may require a change in the tour of duty.

**LOCATION:** This position is located in the Nutrition and Food Service, Portland, OR Division; however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.

**AREA OF CONSIDERATION:** Applicants will be considered in the following order: **First consideration** will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center. **Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.** **Second consideration** will be given to employees of other VA facilities; and **Third consideration** will be given to employees with competitive status outside the VA i.e., those with transfer or reinstatement eligibility. Veterans Recruitment Eligibles will be considered concurrently with applicants in this consideration. The VRA (Veterans Recruitment Appointments) is a special hiring program for:

1. Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized;
2. Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which an Armed Forces service medal was awarded;
3. Recently separated veterans, meaning veterans last separated from active duty within the last three years; and
4. Disabled Veterans with a service-connected disability.

Also, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under the third consideration (Veterans Employment Opportunities Act (VEOA))

**Fourth Consideration:** Any U.S. Citizen

**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

**DUTIES:** The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent will carry trays to ambulatory patients; clear and wipe tables. Load and operate dishwashing and pot washing machines. Store sanitized dishes and pots and pans. Perform cleaning tasks such as sweeping and mopping kitchen floors, washing walls, and cleaning and sanitizing equipment. Must be able to read, write, and follow oral instructions. Must know simple food handling techniques needed for sanitation safety. Must have an understanding of personal hygiene standards and safe work procedures. Must have knowledge of basic arithmetic. Includes light to moderate physical effort, constantly standing or walking. Frequently lifts or moves objects up to 30 pounds. Occasionally lifts up to 50 pounds. Pushes food carts weighing up to 750 pounds. Subject to continuous standing and walking, frequent stooping, reaching, pushing, pulling, and bending. Work area is noisy and may be uncomfortably hot from steam equipment and high temperatures. There is danger of slipping on wet floors, minor cuts and bruises. May be exposed to extreme temperatures when going from work area into walk-in refrigerators/freezers.

**GENERAL REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for WG-7408 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see Rating Factors below).

(OVER)

**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* 1. Ability to do food service work under other than normal supervision (Screen-out element). 2. Work practices, cleanliness, neatness and sanitation in food service work. 3. Technical practices ability to perform a variety of technical procedures in institutional food preparation. 4. Ability to read, understand, and follow food preparation and serving instructions. 5. Ability to use and care for serving tools, utensils, and equipment in food preparation. 6. Knowledge of food preparation ingredients. 7. Dexterity and safety in food service work.

**WELL-QUALIFIED (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Considerations):** In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS). **Applicants also must complete and submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar days after the submission of VA Form 5-4078.** VA Form 5-4676b, "Supervisory Appraisal of Employee for Promotion", will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the submission of VA form 5-4078. These forms are available in Human Resources Management Division and on the Portland VA Web site.

**HOW TO APPLY:** You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. [OF-306, "Declaration for Federal Employment"](#) **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (If applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (If applicable)
- d. [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (If applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ITCAP and CTAP eligibility. (If applicable)

**HOW TO OBTAIN FORMS:**

Forms are available online at <http://www.va.gov/portland/hr>

**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **Applications must be received by 7/8/014 for first consideration, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

RL/rgf