

**HUMAN RESOURCES OFFICE – NAF
SHAW AFB, SC**

THIS IS NOT A VACANCY LIST

Applications are accepted for these positions on a continuous basis. In the event of a vacancy, applications currently on file will be referred.

You MUST meet the minimum qualification requirements for the positions to which you apply. Qualification requirements and job descriptions are located in the Human Resources Office, Building 1118, and on our website at www.20thfss.com. Our telephone number is 803-895-1574 or 1575.

The MINIMUM AGE for all Nonappropriated Funds positions is 16 (except as noted).

You may apply for as many positions as you feel you are qualified.

<u>POSITION TITLE</u>	<u>EXPERIENCE REQUIRED</u>	<u>MINIMUM AGE</u>	<u>ACTIVITY POSITION LOCATED IN</u>
Accounting Technician	Yes		NAF Accounting Office Lodging
Animal Health Technician	Yes		Private Animal Care
Art Specialist	Yes		Skills Dev Center
Assistant Bowling Center Manager	Yes	21	Bowling Center
Assistant Golf Course Manager	Yes		Golf Course
Assistant Guest Services Manager	Yes		Lodging
Bartender	Yes	21	Carolina Skies Club
Bowling Center Pro Shop Technician	Yes		Bowling Center
Bowling Equipment Repairer	Yes		Bowling Center

Cashier	Yes		Carolina Skies Club NAF Accounting Office
Cashier-Checker	Yes	21	Carolina Skies Club
Child & Youth Program Asst (Must submit a copy of a High School Diploma or Equivalent, and a driving record with application)	Yes		Child Dev Center Youth Center
Club Operations Assistant	Yes	21	Carolina Skies Club
Community Center Director	Yes	21	Community Center
Cook (NA-04)	Yes	21	Bowling Center Carolina Skies Club Golf Course
Cook (NA-06)	Yes		Carolina Skies Club
Cook (NA-08)	Yes		Child Development Center Carolina Skies Club
Cook Leader (NL-04)	Yes		Golf Course
Custodial Worker (NA-01) (Housekeeping)	No		Golf Course Lodging
Custodial Worker (NA-02) (Janitorial)	No		Bowling Center Carolina Skies Club Lodging Wateree Recreation Area
Custodial Worker Leader	Yes		Lodging
Custodial Worker Supervisor	Yes		Lodging
Electromotive Equipment Mechanic (Golf Cart)	Yes		Golf Course

Food Service Worker (NA-01, 02) (bussing tables, dishwashing, minor food preparations)	No		Carolina Skies Club Golf Course
Food Service Worker (NA-03) (food preparation and serving)	Yes	21	Bowling Center Child Development Center
Golf Course Superintendent	Yes		Golf Course
Guest Services Representative	Yes		Lodging
Graphic Designer	Yes		Marketing & Publicity
Human Resources Assistant (OA) (NF-II, NF-III)	Yes		Human Resources Office
Laborer	No		Golf Course Lodging Outdoor Recreation Wateree Recreation Area
Laborer (Bowling Facility Maintenance)	No		Bowling Center
Laundry Worker	No		Lodging
Lead School Age Program Assistant	CC-04 – Yes	18	Youth Center
Library Aid	Yes		Library
Library Technician (Circulation Services)	Yes		Library
Maintenance Worker	Yes		Lodging

Maintenance Worker (Motor Vehicle Operator)	Yes	Lodging
Marketing & Publicity Director	Yes	Marketing & Publicity
Marketing Clerk	Yes	Marketing & Publicity
Materials Handler	Yes	Lodging
Office Automation Clerk	Yes	Carolina Skies Club Youth Center
Office Automation Clerk (Vet Services)	Yes	Private Animal Care
Operations Clerk	Yes	Golf Course
Publicity Specialist	Yes	Marketing & Publicity
Purchasing Agent (OA)	Yes	NAF Accounting Office
Recreation Aid	No	Auto Hobby Shop Bowling Center Carolina Skies Club Fitness Center Golf Course Outdoor Recreation Skeet & Trap Arts and Crafts Youth Center Community Center
Recreation Assistant	Yes	Bowling Center Golf Course Skeet & Trap Arts and Crafts Outdoor Recreation Youth Center Community Center

Recreation Assistant (League/Tournament)	Yes		Bowling Center
Recreation Assistant (Swim Instructor)	Yes		Outdoor Recreation
Recreation Assistant (Tours & Entertainment)	Yes		Outdoor Recreation
Restaurant Manager	Yes		Golf Course
Rickenbacker's Café Manager	Yes		Rickenbacker's Cafe'
Sales Clerk	Yes	21	Golf Course
School Age Program Assistant(Must submit a copy of your High School Diploma or equivalent and Driving Record with the application)	CC-01 – No CC-02, 03 – Yes	18	Youth Center
School Age Program Coordinator (Supervisory)	Yes	18	Youth Center
Small Engine Mechanic	Yes		Golf Course
Supervisory Librarian	Yes		Library
Technical Information Specialist	Yes Yes		Library Golf Course
Tractor Operator			
USDA Food Program Monitor	Yes		Child Development Center
Waiter (Food)	No		Carolina Skies Club
Waiter (Leader)	Yes	21	Carolina Skies Club
Wateree Recreation Area Manager	Yes	21	Wateree Recreation Area
Wateree Recreation Area Assistant Manager	Yes	21	Wateree Recreation Area

PLEASE NOTE: You can mail applications to:

**Human Resources Office
504 Shaw Drive
Shaw AFB, SC 29152-5028**

All applications must be filled out completely (both pages front and back). Blue or black ink only, no pencil.

Both pages must have an original signature and date.

If you are prior military, you must attach a copy of your DD 214 (copy #4).

You must submit a separate application for each position. You may make copies of the application, but do so before signing and dating the original application.

You may attach a resume, however you still need to complete both pages of the application.

If you are applying for a child care position, a driving record and a high school diploma must be submitted with the application.