

Title: Duty Officer **RPA 798888**

Series, Grade, Vacancy Number: S-1101-06 LAK VA16 RPA 798888
Location: RAF Lakenheath
Wage: £9.65
Hours: 37.5 hours per week
Duration: Permanent
Date Posted: 23 November 2016
Closing Date: 22 December 2016

Description: You will serve as the Duty Officer assigned to evening shifts in the absence of the Manager and Assistant Manager, acting as supervisor to the Club Operations Assistants and Security Guards.

Applicants must provide detailed work experience as it relates to the required competencies listed below, as this will be used to determine your qualification for this position.

1. Knowledge of operating instructions to ably represent the club.
2. Knowledge of club operations policies and procedures.
3. Knowledge of and experience of health, safety, security and sanitation standards and procedures in order to maintain a safe and clean work environment and accomplish the mission.
4. Knowledge of personnel management policies, practices and procedures including sexual harassment and Equal Employment Opportunity/Equal Employment Treatment.
5. Ability to supervise and manage staff effectively.
6. Ability to communicate effectively, both orally and in writing.

OTHER SIGNIFICANT FACTORS:

1. Will be required to work rotating shifts.
2. The work requires the employee to possess a Food Handler's Card, and use/wear appropriate uniforms, safety, and sanitation equipment.
3. Employee must take and pass a pre-employment physical examination.
4. This position requires Basic Life Support (BLS) training.
5. May be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
6. May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training.
7. Must be able to satisfactorily complete and obtain an applicable UK Security clearance.

WHO CAN APPLY: Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

HOW TO APPLY: Interested candidates **must** complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: <http://www.mildenhall.af.mil/Info/100th-Force-Support-Squadron/Civilian-Personnel> , and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are able to work in the United Kingdom. Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the subject line of any email correspondence.

Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 5434955.

EQUAL OPPORTUNITY EMPLOYER: There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.