



Job Title:	Supervisory Sales Associate	PP-SRS-GRD:	S-1101-07
Location:	RAF Lakenheath	Vacancy Number	VA24 DECA RPA 357439
Open Date:	12 March 2024	Close Date	19 March 2024
Work Hour Per Week	40	Salary (Per Hour)	£12.61- £17.23

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Supervisory Sales Associates at DeCA, Royal Air Lakenheath, United Kingdom.

The primary purpose of this position is to assist in the day-to-day supervision and direction of commissary staff and workload. The successful applicant will perform all supervisory personnel management responsibilities and respond to a wide variety of customer inquiries. In addition, they will operate an electronic checkout system to record unit prices in proper departments and perform a variety of supply clerk duties. As part of their duties, they will be required to lift and carry light-to-medium weight stock, materials, and tools.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

- Working knowledge of electronic check-out systems.
- Working knowledge of stock ordering and cash handling procedures.
- Working knowledge of store merchandising and stock rotation.
- Skill in utilizing manual and electric pallet jacks and other materials and tools.
- Ability to work in a team.
- Ability to provide courteous and polite customer service to patrons and visitors to the store.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

1. May be required to act as Customer Service Manager during periods of absence.
2. Work involves frequent lifting, pushing, pulling, carrying, and handling of commissary products weighing up to fifty pounds without assistance; heavier products are moved with assistance from other workers or by using weight-handling equipment. Work also involves prolonged standing, stooping, kneeling, bending, and climbing. A pre-employment physical will be required.
3. Performance of work in some areas of the commissary requires exposure to hot or cold weather, or damp and drafty conditions. Incumbent may be exposed to differences in temperatures in storing or obtaining items in refrigerated rooms or in warehouse. There is a danger of minor injuries such as *cuts*, scrapes, bruises, heat sealer burns, and slipping on wet floors.
4. This position may be subject to shift work and irregular tours of duty to include weekends and/or holidays.
5. The successful applicant will observe US Federal Holidays in lieu of UK Bank Holidays.

You must provide a copy of transcripts/ proof of qualifications/ certificates related to the duties of the position when submitting your application.

Information on the qualification standards is available at:
[General Schedule Qualification Standards \(opm.gov\)](https://www.opm.gov/policy-data-oversight/qualification-standards/)

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

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.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;
https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

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.

