



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Store Worker	PP-SRS-GRD:	W-6914-03
Location:	RAF Lakenheath	Vacancy Number	126254
Open Date:	15 July 2024	Close Date	22 July 2024
Work Hour Per Week	32	Salary (Per Hour)	£12.13 - £13.27

**** 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 Store Assistants at DECA, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this role is to perform a variety of duties involved in handling, making, preparing, and maintaining stock levels of resale items to include the operation of a manual or electric panel jack. The successful applicant will work in one or more departments within the store (e.g., grocery, produce, meat, etc.) or perform a rotational assignment within all departments. In addition, they will assist with unloading incoming shipments, receive supplies and equipment, resale items, verify shipments, report discrepancies, and use proper stock rotation. They will also visually inspect and maintain adequate stock of perishable and non-perishable subsistence items, arrange, and replenish stock as necessary, determine prices and affix selling price labels.

For specific qualification requirements for the position, you can visit:

[Federal Wage System Qualifications \(opm.gov\)](https://www.opm.gov)

Knowledge and Experience Required - Applicants must demonstrate the following:

1. Working knowledge of the procedures for receiving and storing goods, supplies, and equipment
2. Knowledge and experience in stock control, shelf stacking and stock rotation.
3. Skill using manual or electric pallet jacks to move merchandise safely.
4. Ability to determine if meat/produce is damaged, deteriorated, discolored or package is leaking
5. Ability to keep work areas and shelving clean and tidy and follow safety procedures and directives.
6. Ability to be trained to operate an electronic cash register.

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. Position is as rostered. May include weekends, evening and UK Bank Holidays, Store opening times. Sunday, Saturday 05.45–23.59
2. An appropriate valid UK driver's license, Category B, is required.
3. Will be required to observe US Federal Holidays in lieu of UK Public Holidays.
4. Employee will be expected to wear appropriate safety boots and smock.
5. Training to use cart retrieval units will be provided by the agency, if needed.

Benefits

- Annual Leave + US Federal Holidays, 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://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=jbExg4ct70ijX6yIGOV5tJFWr-1TEKJFm98gYVwgSO1UOTNIUk5BWVJURIRHUFRJWUk3Nk1TVFM3Ty4u>

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

Required Documents

- LNDH Application
- Curriculum Vitale (CV) and/or Resume (*A CV/Resume is encouraged. Decision to include a resume will not increase or decrease probability of selection*)
- 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.



