

# **USAFA IS HIRING!**

**APPLY NO LATER THAN 17 APR 2023**  
**United States Air Force Academy, CO**

## **HOW TO APPLY**

Email all required application documents to  
**[10FSS.FSCA.SECP@us.af.mil](mailto:10FSS.FSCA.SECP@us.af.mil)**

## **Required Documents:**

1. Resume
2. Official Transcripts (*gather from guidance counselor*)
3. College/University students, provide current school verification of enrollment
4. Seniors accepted to College, University, Vocational/Tech/Trade Schools, must provide registration letter stating student is registered for current year Fall Semester (i.e. Fall 2023) and not just the acceptance letter.
5. Valid ID
6. Date of Birth
7. Social Security Number

**MUST BE AT LEAST  
16 YEARS OLD BY  
START DATE**

**STUDENT TRAINEE  
(CLERICAL)  
\$15.62/HOUR**

**STUDENT TRAINEE  
(LABORER)  
\$15.62/HOUR**

**STUDENT TRAINEE  
(FOOD SERVICE  
WORKER)  
\$15.62/HOUR**

**CONTACT US:  
(719) 333-4361**



UNITED STATES  
AIR FORCE  
ACADEMY

## **CLERICAL**

### **Duties**

- Picks up, receives, opens, sorts, and distributes mail to appropriate individuals following specific instructions.
- Answers the telephone and refers callers/visitors to appropriate personnel based on specific name or functional area request.
- Sorts, codes, and files documents in an established alphabetical or simple subject-matter filing system.
- Reproduces and assembles copies of a variety of correspondence as instructed.

### **Qualifications:**

- You Must Be Enrolled In An Educational Institution For All Grades At The Time of Application Submission
- **GS-01:** You must be enrolled in an educational institution.

## **FOOD SERVICE WORKER**

### **Duties**

- Set up cafeteria lines, food service counters, steam tables, dining room tables, and side service stands with hot and cold foods, including meats, vegetables and etc.
- Cut, shred, slice and dice fruits, vegetables and produce for cooking and serving.
- Make coffee, tea, and punches according to recipes and sets up water stations.
- Set up and operate dishwashing machine including continuous conveyor belt type.
- Assist in unloading supply trucks and storing heavy supplies.
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### **Qualifications**

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- **WG-01:** You must be enrolled in an educational institution.

## **LABORER**

### **Duties**

- Lifts and carries light to medium weight packages, materials, and tools.
- Performs such duties as picking up trash and paper from grounds, raking leaves or grass.
- Pulling weeds, watering and trimming grass, spreading abrasives and/or chemicals on icy surfaces, washing motor vehicles (by hand), and cleaning hand tools after use.
- Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe work environment.
- Maintains a clean work environment.
- Loads, unloads, moves, and stacks material such as heavy boxes and bulky items by hand, hand trucks, or dollies.
- Operates hand tools and simple power equipment.
- Performs a variety of manual tasks such as moving, arranging, collecting, and cleaning equipment and materials.
- Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.
- Loads, unloads, separates, stacks, and carries materials, supplies, and packages weighing from 80 to 100 pounds (36 to 45 kilograms) or more.
- Maintains and accounts for all types of equipment and tools required to accomplish assigned duties.
- Operates large, complex riding lawn mowers and similar types of specialized mowing equipment.
- Reviews assigned project or plan
- Completes all aspects of special assignments involving several steps, phases, or detailed procedures

### **Qualifications:**

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- **WG-01:** You must be enrolled in an educational institution.