

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  20138	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION  61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA
			EXEMPT	

3. POSITION TITLE  CASHIER (FOOD SERVICE WORKER)	4. CLASSIFICATION  NF-0530-II	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE  20170530
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**DUTIES AND RESPONSIBILITIES**

In a Food Activity: Performs check-out duties such as ringing up food, beverages and merchandise by individual item operating a cash register; totaling sales; processing credit card sales; receiving money, makes change and charges to member's account. At the end of each tour of duty clears the cash register, and turns over cash and supporting documents as instructed. Conducts daily inventories. Maintains area in clean and orderly condition. May perform related food service duties such as assisting in setting up the serving line, replenishing beverage dispensers, ensuring kitchen staff is advised when buffet line needs replenishment. Serves as an additional Food Service worker to the kitchen. Prepares simple food items using standardized recipe card. Performs other related duties as assigned.

**QUALIFICATIONS**

Must have experience which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Must also have experience in the direct handling of cash items. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Must be able to frequently lift or move objects weighing up to 20 pounds, and occasionally over 20 pounds with assistance. Must be able to continuously stand, walk, stoop, reach, push and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must be able to satisfactorily complete a National Agency Check with Inquiries (Tier-I Investigation).


**PERFORMANCE STANDARDS**

Must be able to appropriately perform the duties and responsibilities listed above. Must be courteous to customers and exercise tact and diplomacy in dealing with customers and squadron leadership/management. Properly reconciles sales and inventories. Ensures work area is maintained in a safe and presentable manner at all times. Prepares simple food items using standardized recipe cards in a timely manner. Food items must be flavorful, have a pleasing appearance, and be served correctly. Cleans utensils and kitchen area to prescribed sanitation requirements. Makes efficient use of time, materials, supplies and equipment. Adheres to fire, safety, security, and sanitation standards with no more than one violation per appraisal period. Carries out written and oral instructions. Provides Flight Chief and Club Management financial statistics and ensures management is informed about all areas of front counter operations. No more than two discrepancies in financial responsibilities per quarter.

**TRAINING**

Anti-robbery, resource protection, cash handling and dram shop theory training. Must be able to obtain Food Handler Certification IAW current Air Force standards. Annual Total Force Awareness computer-based training and any additional classroom, textbook, video, online, OJT and TDY training as deemed necessary by the supervisor and the Air Force.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR   61 FSS/FSVC Club Operations Manager	DATE  27 June 2017
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