

NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 20140
3. ORGANIZATION LOCATION 61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA		4. POSITION TITLE WAITER LEADER	
5. CLASSIFICATION NL-7420-03		6. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	7. DATE 20170602
8. DUTIES AND RESPONSIBILITIES (Indicate time percentages, where required). (Questions concerning the classification of your position should be asked of your supervisor. You may see, upon request, classification standards and guides used in classifying your job. Your appeal rights and procedures are explained in the Federal Personnel Manual Supplement 532-2, subchapter S7, and AFR 40-7, chapter 7).			
<p>I. INTRODUCTION: The function of the organization where this position is located is in official functional statements. The purpose of this position is to lead other employees and to perform work involved in preparing dining room or party room, serving food, wines, and other alcoholic beverages, and subsequent cleaning functions.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. As a working leader, performs the following types of duties: Provides day-to-day advice and guidance to employees for work assignments; relays instructions from the supervisor for work assignments; gets the work started and sets the work pace; demonstrates work methods and provides work-related guidance; ensures that the worksite materials and tools are available; assigns employees appropriate breaks; and ensures that employees follow security, safety and kitchen/dining room rules.</p> <p>2. Discusses menu with supervisor and familiarizes self with menu/ Banquet Event Order (BEO) prior to event. Performs and assigns side work tasks for kitchen workers, servers and dishwashers as needed depending on the menu/ (BEO) and food to be served. Assigns waiter stations, scullery personnel, and runners duties during events. Schedules set up of banquet room, buffets, specialty tables etc. in accordance with location calendar. Must be able to maintain par stock and inventory lists, order needed items in a timely manner to be prepared for all events and work three months ahead. Secures clean linen and silverware, and other table setting requirements. Sets assigned tables including but not limited to, spreading clean linen and placing glasses, condiment holders, flowers, candles or lamps, and silverware on tables according to the event order. Prepares staging area with silverware, bowls of ice and other extras that may be required during the meal.</p> <p>3. Receives guests, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedule, secures food from kitchen, and places dishes by course in front of each person for plated service or at buffet tables using catering equipment such as chafing dishes. Continues to provide service as needed and requested by guests. Following completion of meal removes soiled dishes, glasses and silverware. Continues providing service such as cutting wedding cake, making sure tables are being bussed</p> <p>4. May perform cleaning duties as time permits, such as sweeping, mopping, and so forth, in assigned area, or cleaning entryways. May perform dishwashing or other functions in an emergency.</p> <p>5. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Supervisor assigns tasks either orally or in writing. Work is accomplished according to standards of efficiency, propriety, etiquette and timeliness. Supervisor provides specific instructions for new tasks, after which incumbent may independently complete duties involving several distinct tasks or steps. Supervisor may check work in progress or review results of finished projects.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Ability to lead three or more workers to accomplish assignments. Knowledge of food and event preparation, catering displays and equipment. Skill to plan, coordinate and time sequence steps needed to perform all tasks for a successful event. Knowledge of proper food handling and serving techniques. Skill in table setting techniques.</p> <p>2. Physical Effort: Loads and unloads heavy boxes, bulky supplies, and materials using carts and dollies etc. Moves heavy boxes, cartons, stacks boxes and cartons where directed. Moves and arranges furniture as directed. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Requires use of both arms, hands, and legs. May frequently lift objects weighing up to 40 pounds, and occasionally over 40 pounds. A certain degree of manual skill is required in using necessary equipment.</p> <p>3. Working Conditions: Works in hot and noisy kitchens. Danger of minor burns from warming ovens, hot liquids, glassware, and food containers. Danger of slipping on wet floors.</p>			
9. FLSA OVERTIME		10. EMPLOYMENT CATEGORIES OF IA'S	
EXEMPT	<input checked="" type="checkbox"/>	NONEXEMPT	
		REGULAR	TEMPORARY
		INTERMITTENT	
11. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible.		FT	FT
		PT	PT
		12. REAUDIT CERTIFICATION (Initials)	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		DATE	
Catering Manager <i>Patricia A. [Signature]</i>		SUPERVISOR	
		CLASSIFIER	

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

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			EXEMPT	

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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Ability to lead workers to accomplish multiple assignments during multiple events. Must have experience or training in proper food handling and serving techniques. Must have experience setting up and tearing down equipment for events. Must meet the appropriate minimum age requirement for serving alcoholic beverages. Must be physically able to stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to frequently lift, push and carry objects weighing up to 40 pounds. Must be able to satisfactorily complete a pre-employment physical. Must meet the appropriate minimum age requirement for serving alcoholic beverages. Must be able to obtain a Food handler's Certificate and/or complete food handler's training. Must be able to communicate with customers and possess skill in dealing with the public. Must be able to satisfactorily complete a National Agency Check with Inquiries (Tier-I Investigation).

PERFORMANCE STANDARDS

Must be able to accurately request food, equipment and supplies in accordance with the approved and or authorized ordering list to meet the needs of the club and catering operations in a timely manner. Must arrive to work on time. Must be able to lead staff. Relay instructions and day to day work assignments from supervisor to kitchen and cleaning staff. Must follow approved menu. Follow safety and sanitation standards to ensure wait staff, kitchen and cleaning staff follow the same requirements – such as; dating and wrapping food properly. Must be able to problem solve and use common sense. Must use chain of command to resolve issues at the lowest level possible. Must adhere to personal hygiene and grooming and standards.

Carries out oral and written instruction in an acceptable manner. Performs assigned duties within established time limits or suspense date in an efficient manner contributing to the satisfactory accomplishment of the organization's function. Maintains position attitude and effective supervisory and subordinate relationships. Is able to take direction from leadership and takes action as appropriate. Must provide quality customer service at all times. Must be able to work at geographically separated locations as needed. May be required to work an uncommon tour of duty (evenings, weekends, and holidays). May be asked to work multiple revenue centers.

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 Catering Manager	DATE 20 June 2018
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