

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70011	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE COOK	4. CLASSIFICATION NA-7404-04	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral and written instructions, work safely, and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food and decide when foods are done is required. Must be physically able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to satisfactorily complete a pre-employment physical. 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 (NACI).

PERFORMANCE STANDARDS

Performance will be judged on successful accomplishment of all duties and tasks listed above. Must demonstrate knowledge in all facets of kitchen operation while also taking direction. Must also have the ability to work with moderate oversight and direction. Must follow sanitation and safety standards.

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 Operations Manager	DATE 3-30-15
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NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70011		
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA		4. POSITION TITLE COOK			
		5. CLASSIFICATION NA-7404-04	6. CLASSIFIED BY HQ AFSVA/SVXH	7. DATE Updated 17 May 10	
8. DUTIES AND RESPONSIBILITIES <i>(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 AF-R 40-7, chapter 7).</i>					
I. INTRODUCTION: The function of the organization where this position is located is in official functional statements. The purpose of this position is to perform a wide variety of simple cooking tasks.					
II. DUTIES AND RESPONSIBILITIES:					
1. Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables.					
2. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings.					
3. Prepares convenience items such as frozen hash browns, fish fillets and chicken nuggets. Some cooks at this level prepare and bake pizza.					
4. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading; weighs, measures and assembles ingredients for regular menu items; sets up and replenishes salad bar; portions foods for distribution and meal service, and covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment.					
5. Performs other related duties as assigned.					
III. CONTROLS OVER WORK: Supervisor assigns work either orally or in writing; checks work in progress and is available for special instructions.					
IV. OTHER SIGNIFICANT FACTS:					
1. Skill and Knowledge: Knowledge of the methods and procedures relating to food presentation. Ability to follow oral and written instructions, work safely and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food according to set procedures.					
2. Physical Effort: Continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with assistance.					
3. Working Conditions: Works in hot and noisy kitchens. Exposed to steam, fumes and odors. Danger of falling, burns and cuts. Exposed to extreme temperatures when entering walk-in refrigerators or freezer units.					
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	FT	
		PT	PT	PT	
12. REAUDIT CERTIFICATION (Initials)					
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		DATE			
61 FSS/FSVC Operations Manager		SUPERVISOR			
		CLASSIFIER			