

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70017	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE BARTENDER	4. CLASSIFICATION NA-7405-05	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 mixing alcoholic beverages for retail sale, which includes knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda water, sugar, bitters, and fruit and the ability to mix exotic drinks. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must be able to satisfactorily complete a pre-employment physical. Must meet the appropriate minimum age requirement for working with and/or 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 clearly and possess skill in dealing with public. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).


PERFORMANCE STANDARDS

Must provide quality customer service at all times. Must comply with sanitation requirements and enforce dram shop theory at all times. Performs cash handling procedures with few or no errors. Ensures bar is stocked with required amounts of liquor, liqueurs, wines, beers, and all other beverages offered. Ensures mixes, garnishes, appropriate glassware, and standardized recipes are used. Must adhere to fire, safety, and facility security regulations.

TRAINING

Anti-robbery, resource protection, cash handling and dram shop theory training. 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 3-30-17
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NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70017
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA		4. POSITION TITLE BARTENDER	
		5. CLASSIFICATION NA-7405-05	6. CLASSIFIED BY HQ AFSVA/SVXH
		7. DATE Updated 17 May 10	
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 AF'R 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 mix and serve alcoholic and nonalcoholic beverages from a full service bar.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Operates a full service bar. Mixes and serves all types of alcoholic or nonalcoholic drinks to order, following a variety of established recipes. Beverages include but are not limited to, Margaritas, for which no pre-mix is available, Zombies, Singapore Slings, etc. Delivers drinks to bar waiters, or serves directly to patrons. Receives payments or charges to member's account as appropriate. Washes glasses and other bar equipment. Prepares garnishes for mixed drinks. May help stock service bar or portable bar for catered functions.</p> <p>2. Responsible for the proper operation of the bar, receipts, and inventory accountability. Accepts money, operates a cash register, and makes change. May be required to prepare documentation for cash funds accountability.</p> <p>3. Performs other duties as assigned.</p> <p>III. CONTROLS OVER WORK: Receives instruction, either orally, or in writing, from supervisor concerning the proper operation of the bar. Performs duties independently according to standard operating procedures. Work is evaluated by customer service provided and inventory results.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skills and Knowledge: Knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda water, sugar, bitters, and fruit and the ability to mix exotic drinks. Ability to follow cash handling procedures. Ability to recognize intoxicated or unruly patrons and to resolve problem or seek assistance if needed.</p> <p>2. Physical Effort: Requires walking or standing for prolonged periods of time. Requires frequent light to moderate lifting and carrying objects weighing 5-15 pounds, pushing and pulling objects weighing 10-20 pounds, and occasionally lifting up to 40 pounds. Heavier objects, such as beer kegs, are usually transported with the aid of a dolly.</p> <p>3. Working Conditions: Works inside with adequate lighting, heat, and ventilation. Subject to cuts, bruises, and chapped hands.</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)	
		DATE	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		SUPERVISOR	
61 FSS/FSVC Operations Manager		CLASSIFIER	