

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70018	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE FOOD SERVICE WORKER	4. CLASSIFICATION NA-7408-01	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

No previous experience is required. Ability to read and understand written material and be able to follow simple oral instructions. Must be able to use hand tools for cleaning and operating simple machines. 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 (NACI).

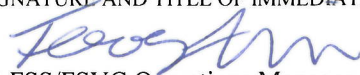
PERFORMANCE STANDARDS

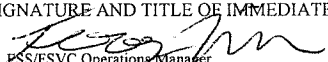
Prepares serving lines and dining room for meal service according to supervisory instruction. Prepares simple food items using standardized recipe cards in a timely manner. Food items must be flavorful, have a pleasing appearance, and be served correctly. Cleans utensils and kitchen area to prescribed 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. Follows acceptable standards of dress, personal hygiene and conduct 100% of the time. Interacts as a team player with management and co-workers.

TRAINING

Must be able to obtain Food Handler Certification IAW current Air Force standards and complete 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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<b>NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION</b>		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70018
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA		4. POSITION TITLE FOOD SERVICE WORKER	
		5. CLASSIFICATION NA-7408-01	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 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 perform routine manual duties in food preparation or food service areas.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Sets up glasses, silverware, dishes, trays, napkins, condiments and cold menu items (e.g., salad, dessert, bread and cold beverages) on a serving line. Removes dishes and trays from tables.</p> <p>2. Operates, breaks down and cleans all electrical equipment for food preparation. Cleans kitchen equipment (e.g., worktables, sinks and refrigerators). Separates food waste and trash from dishes, glasses and silverware in dishwashing area. Loads and operates dishwashers, stores clean dishes, glasses and silverware. Washes tables and counters, vacuums and shampoos carpets. Sweeps and mops kitchen floors, cleans windows, washes walls and cleans and sanitizes trashcans.</p> <p>3. Sorts, washes, peels and cuts fresh fruits and vegetables.</p> <p>4. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Supervisor provides specific instructions for new tasks, after which incumbent independently completes duties in the same way each time. The supervisor can readily observe whether the work is performed properly.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Ability to read and understand written and oral instructions and do simple tasks that are easily learned. A certain degree of manual skill is required in moving carts and in operating kitchen equipment. Must know simple food handling techniques to meet sanitation and safety standards.</p> <p>2. Physical Effort: Frequently lifts or moves objects weighing up to 20 pounds unassisted, occasionally lifts or moves objects weighing more than 20 pounds with assistance. Continuous standing, walking, frequent stooping, reaching, pushing and bending is required.</p> <p>3. Working Conditions: Uncomfortably high temperatures and humidity are created by steam and heat from cooking and dishwashing. Area is usually noisy and there is danger of slipping on wet floors or where food or beverage has been dropped. Exposed to hot liquids, sharp cutting blades, hot working surfaces and extreme temperature changes when entering walk-in refrigeration or freezer units.</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	