

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70019	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-7408-02	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 be able to follow simple oral instructions, be able to use hand tools for cleaning, and operate simple machines. Must be skilled in doing tasks with several steps and must use judgement in sequencing tasks. Must have knowledge of sanitation standards in handling and serving food, and for cleaning equipment and work area. Must be physically able to frequently lift or move objects weighing up to 40 pounds. Must be able to continuously stand and walk, and frequently 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

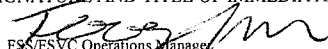
Prepares serving lines and dining room for meal service according to supervisory instruction. Prepares simple food items using standardized recipe cards in a timely manner. Food items must be flavorful, have a pleasing appearance, and be served correctly. Cleans utensils and kitchen area to prescribed 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 70019	
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA			4. POSITION TITLE FOOD SERVICE WORKER			
			5. CLASSIFICATION NA-7408-02		6. CLASSIFIED BY HQ AFSVA/SVXH	
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 AFR 40-7, chapter 7).</i>						
<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 a variety of manual tasks in food preparation and food service areas.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Sets up cafeteria lines, steam tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butter and beverages. Serves food cafeteria style. Breaks down and cleans area when meals are complete. Sets up dining room tables for service, places food and beverages on tables, and replenishes items as necessary. Sets up and operates dishwashers, performs preventive maintenance and cleaning. Scrapes, soaks, scours and scrubs bowls, pots and pans. Also performs heavy duty cleaning tasks such as ceilings, exhaust hoods, under and behind kitchen equipment, washes floors and walls, walk-in refrigerators and freezers, sanitizes garbage cans. May unload food from delivery trucks. Collects and transfers trash from work area to disposal area.</p> <p>2. Assembles and tosses fresh fruit or green salads in quantity using prepared dressings, serves into standard serving sizes. Makes cold sandwiches using prepared ingredients. Makes coffee, tea and other beverages.</p> <p>3. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Incumbent is responsible for independently completing work as scheduled after initial oral or written instructions when changes or new assignments are made. Supervisor periodically checks to see that work is done on time and according to instructions.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Must be skilled in doing tasks with several steps and must use judgement in sequencing tasks. Knowledge of sanitation standards for handling and serving food, and cleaning equipment and work area.</p> <p>2. Physical Effort: Frequently lifts or moves objects weighing up to 40 pounds. Continuous standing, walking, frequent stooping, reaching, pushing, pulling and bending. May be required to work on ladders and use powered cleaning equipment.</p> <p>3. Working Conditions: Uncomfortably high temperature and humidity are created by steam and heat from cooking and dishwashing. Area is usually noisy and there is a danger of slipping on wet floors 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			
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.			REGULAR		TEMPORARY	
			INTERMITTENT			
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSVC Operations Manager			SUPERVISOR			
			CLASSIFIER			
			12. REAUDIT CERTIFICATION (Initials)			
			DATE			