

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70028	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE COOK LEADER	4. CLASSIFICATION NL-7404-08	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Ability to lead three or more workers to accomplish cooking assignments. Must have experience in and a thorough knowledge of food preparation and characteristics of foods. Must be able to plan, coordinate and time sequence steps needed to prepare entire meals on time without overcooking or waste. Must be able to adjust recipes for servings required, substitutions and seasoning; recognize characteristics of foods in deciding that raw materials are fresh; and judge prepared food by color, consistency, temperature, odor and taste. Experience and knowledge must have been gained in a restaurant, club, cafeteria or similar establishment. Must be physically able to frequently lift objects weighing up to 40 pounds, and occasionally over 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 masterful expertise in facets of kitchen operation while also giving direction to all kitchen staff. Must also master the ability to work alone, with no direct oversight and successfully plan, prep and execute all food operations. Must follow and enforce 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 3-30-17
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NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION			1. NUMBER OF IA'S (See 10)		2. POSITION NUMBER 70028	
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA			4. POSITION TITLE COOK LEADER			
			5. CLASSIFICATION NL-7404-08		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>						
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, prepare and plan or coordinate the preparation of entire meals.						
II. DUTIES AND RESPONSIBILITIES:						
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; and ensures that employees follow security, safety and house keeping rules.						
2. Using a full range of quantity cooking procedures from common or frequently used to new or difficult recipes, over a period of time prepares a variety of meats, poultry, seafood, vegetables, sauces and gravies. On a day-to-day basis, prepares four or more menu items for one meal which involves planning and coordinating steps to ensure that all items are ready for serving at the same time; or prepares menu items using special or difficult recipes involving many steps, ingredients, or long preparation time; or may do both.						
3. Performs other related duties as assigned.						
III. CONTROLS OVER WORK: Works independently, supervisor is available for any special instructions or unusual situations.						
IV. OTHER SIGNIFICANT FACTS:						
1. Skill and Knowledge: Ability to lead three or more workers to accomplish cooking assignments. Thorough knowledge of food preparation and characteristics of foods. Skill to plan, coordinate and time sequence steps needed to prepare entire meals on time without overcooking or waste. Ability to adjust recipes for servings required, substitutions and seasoning; recognize characteristics of foods in deciding that raw materials are fresh; and judge prepared food by color, consistency, temperature, odor and taste.						
2. Physical Effort: Frequently lifting objects weighing up to 40 pounds, and occasionally lifting over 40 pounds. Continuous standing and walking, and frequent stooping, reaching, pushing and bending						
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	
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	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  FSS/FSVC Operations Manager			12. REAUDIT CERTIFICATION (Initials)			
			DATE			
			SUPERVISOR			
			CLASSIFIER			