

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70052	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE CASHIER-CHECKER	4. CLASSIFICATION NF-2091-I	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

Sells a variety of merchandise items such as prepackaged snacks, tobacco products, candy. Operates cash register, rings up the sale, receives money and makes change, processes credit card sale, or charges to member's account. At the end of each tour of duty clears the cash register, and turns over cash and supporting documents as instructed. Conducts daily inventories. Maintains area in clean and orderly condition. In a Food Activity: Performs check-out duties such as ringing up food, beverages and merchandise by individual item; totaling sales; processing credit card sales; receiving money; and making change. May perform related food service duties such as assisting in setting up the serving line, replenishing beverage dispensers, ensuring kitchen staff is advised when buffet line needs replenishment. In a Restaurant: Receives patrons' meal checks, rings up sales on cash register, receives money, and makes change. Performs other related duties as assigned.

QUALIFICATIONS

Must have experience in responsible clerical or office work which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Must also have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).


PERFORMANCE STANDARDS

Must be able to appropriately perform the duties and responsibilities listed above. Must be courteous to customers and exercise tact and diplomacy in dealing with customers and squadron leadership/management. Properly reconciles sales and inventories. Ensures work area is maintained in a safe and presentable manner at all times. Provides Flight Chief and Club Management financial statistics and ensures management is informed about all areas of front counter operations. No more than two discrepancies in financial responsibilities per quarter.

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 3-30-10
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