

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70097	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE CLUB OPERATIONS ASSISTANT	4. CLASSIFICATION NF-1101-II	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

Monitors operations of a club or assigned area, normally during absence of the manager and assistant manager, and normally at night or on weekends. Responsible for issue, receipt and control of cash boxes. Prepares a report of all significant occurrences during the shift. Reviews the schedule of functions that are to take place during the assigned shift and ensures they are carried out as planned by management. Ensures that only authorized personnel use the facility, and that club rules, regulations and established procedures are followed. Assures patron satisfaction by resolving complaints and other customer problems. Provides instruction and guidance to all club staff members on functions taking place during the shift. Inspects and secures facility at the end of the shift. Other related duties as assigned.

QUALIFICATIONS

Must have experience which provides knowledge of club, restaurant, and retail operation. Must also possess experience which provides knowledge of cash handling procedures and sales operations such as; receipt, disbursement, examination, deposit and use of cash accountability control methods. Must have experience which demonstrates ability to provide work direction to other club employees and knowledge of fire, safety, and health regulations. Must be able to communicate with customers and possess skill in dealing with the public. 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 excellent managerial skills in the absence of the Operations Manager/Food Service Officer. Must be able to problem solve and work alone with no oversight. Must follow and enforce sanitation and safety standards.

TRAINING

Must be able to obtain Food Handler Certification IAW current Air Force standards and ServSafe Manager Certification. 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 Club Operations Manager	DATE 20 June 2018
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