

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

| | | | |
|---|----------------------|---------------------------------|--|
| 1. POSITION NUMBER 20105 | FLSA X | NONEXEMPT EXEMPT | 2. ORGANIZATION AND LOCATION 61 FSS/FSCO—Outdoor Recreation (Equipment Rental) Los Angeles AFB, CA |
| 3. POSITION TITLE RECREATION ASSISTANT (EQUIPMENT RENTAL) | | 4. CLASSIFICATION NF-0189-02 | 5. CLASSIFIED BY Elena G. Flores 61 FSS/FSMH |
| | | | 6. DATE Updated 20150922 |

DUTIES AND RESPONSIBILITIES

Performs and/or assist in operation and maintenance of indoor and/or outdoor recreational facilities. Issues a wide variety of recreational equipment to eligible customers. Inspects all equipment before and after use. Types of duties may include, but are not limited to, the following: Tests equipment for safe operation, demonstrates safety and conservation techniques for equipment being rented, and maintains equipment. Sets up recreation areas for scheduled activities/events; takes reservations and payment for trips and tours. May support various outdoor activities such as camping, swimming, and boating activities where the incumbent may be required to stay overnight. Sells and processes Amusement/Water Park tickets via mail, telephone Internet and over the counter. May support as back up for El Segundo ITT operation. Inspects outdoor recreation and sports facilities and outdoor equipment for security and general conditions. Assists customers with Recreation Vehicle (RV) Lot parking facilities. Basic cashier duties using POS Rec Trac and credit card machine. Processes refunds and deposits. Collects cash receipts, cash register tapes, checks, credit card receipts, coupons, and other supporting documentation and ensures their proper processing. Prepares cash reports and notifies supervisor of any suspected irregularities. Must correctly input revenues in cash register, issue proper receipts and correctly record daily transactions on forms 1875 and 1876. Must monitor front desk area to safeguard funds and inventory. Occasionally performs general cleaning maintenance of facilities.

QUALIFICATIONS

Must have experience in responsible office work which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Knowledge of cash handling techniques and procedures required. Must have experience in maintaining proper inventory and checking equipment in and out. Must possess experience in dealing with the public. Computer word processing and spreadsheet program experience are highly desired. Must meet specific physical requirements and pass a physical examination. Must be able to lift 40 lbs or more. Must be able to actively bend, stoop, reach and work in awkward positions. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). This is a drug testing designated position. The incumbent is subject to random testing for drug use.

PERFORMANCE STANDARDS

Must be able to appropriately and safely perform the duties and responsibilities listed above. Must be courteous to customers and exercise tact and diplomacy in dealing with customers and supervisor and coworkers. Must follow and practice safety procedures while demonstrating the use of and preparing equipment rental. Must be able to perform safety inspections on all rental equipment and swimming pool facility and issue purposes. Ensures rental equipment and swimming pool facility are maintained in a safe and presentable manner at all times. Keeps supervisor informed about all areas of front counter operation. No more than two discrepancies in financial reporting responsibilities and equipment procedures quarterly. Must exercise diplomacy and be courteous when dealing with the public and vendors.

TRAINING

All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

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 Chief, Community Services Flight <i>Elena G. Flores</i> Supervisory Recreation Specialist (CC) | DATE 28 March 17 |
|---|---------------------|