

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20134	FLSA	X	NONEXEMPT EXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA
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3. POSITION TITLE CASHIER LEADER	4. CLASSIFICATION NF-0530-II	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20170530
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DUTIES AND RESPONSIBILITIES

As a working leader, performs the following types of duties: Distributes and balances workload among employees. Provides day-to-day advice and guidance to employees as needed 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; approves voids; and ensures that employees follow security, safety, and housekeeping rules. Ensures cashier-checkers are accomplishing required checklist. Instructs and trains new employees. Elevates unresolved employee complaints to supervisor. Makes adjustments to schedule, when necessary. Performs receiving and disbursing cashier duties. Collects cash receipts, cash register tapes, checks, credit card receipts, club tokens, coupons, and other supporting documentation. Prepares and issues drawers and change from funds as required. Prepares bank deposits and ensures daily deposit in a timely manner. Ensures all monies are accounted for by balancing with the posting of funds placed in the activity's safe before actual bank deposit. Prepares cash reports and notifies supervisor of any suspected irregularities. Cashes checks and accepts payment for dues and charges to accounts. Ensures the proper accounting for charge cards, sales slips, and guest checks and ensures they are included within the daily cashier's report. Accepts and processes new membership applications. 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

Performance will be judged on successful accomplishment of all duties and tasks listed above. Must demonstrate masterful expertise in facets of cashier operations while also giving direction to all cashiers. 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 at all times. 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 Club Operations Manager	DATE 27 June 2017
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