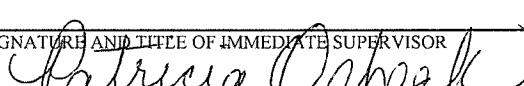


NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION			1. NUMBER OF IA'S (Sec 10)		2. POSITION NUMBER 70011					
3. ORGANIZATION LOCATION 61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA			4. POSITION TITLE COOK							
			5. CLASSIFICATION NA-7404-04		6. CLASSIFIED BY HQ AFSVA/SVXH		7. DATE Updated 17 May 10			
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>										
<p>I. INTRODUCTION: The function of the organization where this position is located is in official functional statements. The purpose of this position is to perform a wide variety of simple cooking tasks.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Performs a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers and fresh or canned vegetables.</p> <p>2. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings.</p> <p>3. Prepares convenience items such as frozen hash browns, fish fillets and chicken nuggets. Some cooks at this level prepare and bake pizza.</p> <p>4. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading; weighs, measures and assembles ingredients for regular menu items; sets up and replenishes salad bar; portions foods for distribution and meal service, and covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment.</p> <p>5. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Supervisor assigns work either orally or in writing; checks work in progress and is available for special instructions.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Knowledge of the methods and procedures relating to food presentation. Ability to follow oral and written instructions, work safely and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food according to set procedures.</p> <p>2. Physical Effort: Continual standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with assistance.</p> <p>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.</p>										
9. FLSA OVERTIME			10. EMPLOYMENT CATEGORIES OF IA'S							
EXEMPT		<input checked="" type="checkbox"/>	NONEXEMPT		REGULAR		TEMPORARY		INTERMITTENT	
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		FT			
			PT		PT		PT			
12. REAUDIT CERTIFICATION (Initials)										
DATE										
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR			SUPERVISOR							
			CLASSIFIER							

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70011	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA
			EXEMPT	

3. POSITION TITLE COOK	4. CLASSIFICATION NA-7404-04	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES
SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Must have experience in and knowledge of methods and procedures relating to food preparation and presentation, characteristics of various foods, and the ability to season food and decide when foods are done is required. Ability to follow oral and written instructions, work safely, and do simple arithmetic. Knowledge of operating and cleaning food service equipment. Must be physically able to frequently lift objects weighing up to 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 (Tier I-Investigation).

PERFORMANCE STANDARDS

Must be able to accurately order food, equipment and supplies in accordance with the approved and or authorized ordering list to meet the needs of the club and catering operations in a timely manner. If ordering anything outside of the approved and/or authorized ordering list must be approved by management. Must arrive to work on time. Must be able to lead staff. Relay instructions and day to day work assignments from supervisor to kitchen and cleaning staff. Must follow approved menu. Follow safety and sanitation standards to ensure kitchen and cleaning staff follow the same requirements – such as; dating and wrapping food properly. Must be able to problem solve and use common sense. Must be able to work at geographically separated locations as needed. Must use chain of command to resolve issues at the lowest level possible. Must adhere to personal hygiene and grooming and 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 Catering Manager <i>Patricia Orsak</i>	DATE 20 June 2018
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