

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70024	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE WAITER	4. CLASSIFICATION NA-7420-03	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 or training in proper food handling and serving techniques. Knowledge of food menu items and wine selection for various foods sufficient to explain to customer. Must be able to follow cash handling procedures, make simple mathematical computations, and prepare checks for patrons. Must be physically able to stand, stoop, bend, and walk for long periods of time. Must be able to frequently lift and carry objects weighing up to 10 pounds. Must meet the appropriate minimum age requirement for serving alcoholic beverages. Must be able to obtain a Food handler’s Certificate and/or complete food handler's training. 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).

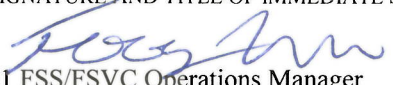
PERFORMANCE STANDARDS

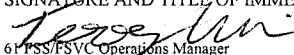
Prepares and serves events according to supervisory instruction. Meets all duties and responsibilities without extra instruction. Makes efficient use of time, materials, supplies and equipment. Adheres to fire, safety, security, and sanitation standards with no more than one violation per appraisal period. 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 Operations Manager	DATE 3-30-17
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NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION			1. NUMBER OF IA'S (See 10)		2. POSITION NUMBER 70024	
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA			4. POSITION TITLE WAITER			
			5. CLASSIFICATION NA-7420-03		6. CLASSIFIED BY HQ AFSVA/SVXH	
8. DUTIES AND RESPONSIBILITIES (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 AF-R 40-7, chapter 7).						
<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 work involved in preparing dining room or party room, serving food, wines, and other alcoholic beverages, and subsequent cleaning functions.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Discusses menu with supervisor and familiarizes self with menu prior to opening. Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linen and placing glasses, condiment holders, flowers, candles or lamps, and silverware on table. Prepares side tables with silverware, bowls of ice and other extras that may be required during the meal. 2. Receives guests and takes orders. Writes guests' orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedule, secures food from kitchen, and places dishes by course in front of each person. Continues to provide service as needed and requested by guests. 3. Following completion of meal, gives check to guest, who may pay cashier or the waiter or elect to sign the dining room guest check when authorized. Removes soiled dishes, glasses and silverware, or requests food service worker to do so. 4. May perform cleaning duties as time permits, such as sweeping, mopping, and so forth, in assigned area, or cleaning entryways. May perform dishwashing or other functions in an emergency. 5. Performs other related duties as required. <p>III. CONTROLS OVER WORK: Supervisor assigns tasks either orally or in writing. Work is accomplished according to standards of efficiency, propriety, etiquette and timeliness.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <ol style="list-style-type: none"> 1. Skill and Knowledge: Knowledge of proper food handling and serving techniques. Knowledge of food menu items sufficient to explain to customer. Skill in table setting techniques. Ability to follow cash handling procedures. Ability to make simple mathematical computations. 2. Physical Effort: Requires use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting and carrying objects that seldom weigh in excess of 10 pounds. 3. Working Conditions: Danger of minor burns from warming ovens, hot liquids, glassware, and food containers. Danger of slipping on wet floors. 						
9. FLSA OVERTIME			10. EMPLOYMENT CATEGORIES OF IA'S			
EXEMPT		<input checked="" type="checkbox"/>	NONEXEMPT			
			REGULAR		TEMPORARY	
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	
			PT		PT	
			12. REAUDIT CERTIFICATION (Initials)			
			DATE			
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSVC Operations Manager			SUPERVISOR			
			CLASSIFIER			