

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70101	FLSA	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – CLUB OPERATIONS LOS ANGELES AFB, CA
		EXEMPT	

3. POSITION TITLE CLUB MANAGER	4. CLASSIFICATION NF-1101-IV	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 1 Nov 2011
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DUTIES AND RESPONSIBILITIES

Responsible for the economic and efficient operation of small- to medium-sized club facilities and activities. Implements higher level directives, formulates procedures and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs. Establishes, reviews and evaluates menu planning, food service, purchase of supplies, equipment and resale merchandise. Establishes financial goals commensurate with market analysis of area or region. Prepares budget, analyzes financial results and maintains solid financial condition of the club or club complex. Responsible for work force management, recruitment and staff training. Manages real property resources and provides expert advice on renovations, improvements, minor and major construction. Ensures proper military and civilian protocol is practiced. Coordinates with senior military and civilian leadership and local, state and federal officials.

QUALIFICATIONS

Must have experience that shows progressively responsible administrative, professional, technical or other work which has provided a general knowledge of management principles and practices, or progressively responsible experience in one or more of the functions managed by a club manager. **Substitution for experience:** A four-year degree from an accredited college with a major in one or a combination of hospitality, culinary, restaurant or club management, or business management may be substituted.

Specialized Experience: In addition to the general experience, applicant must have specialized experience gained in the operation or management of a government or civilian club, restaurant, or institutional feeding facility. The experience must include responsibility or supervision over the various phases of club management operations. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Incumbent must sign the Air Force Mobility agreement with the expectation of an approximate 3 to 5 year change of assignment.

PERFORMANCE STANDARDS

Performance is measured on the basis of results achieved, i.e., success of total operations in terms of customer satisfaction, participation and interest, and profitability of operations. Establishes an internal performance management system to ensure proper assignments, review and evaluation of employee performance. Ensures that EEO concepts are applied, and that an appropriate work environment is maintained. Ensures education in and compliance with security directives. Ensures good safety and health practices. Actively participates in the recruitment and development of staff members. Achieves a satisfactory rating on all external evaluations and inspections. Implements and maintains an effective internal control system to preclude or minimize the potential for fraud, waste and abuse. Ensures that revenues and expenditures are properly recorded and accounted for to provide for reliable financial and statistical reports, and to maintain accountability over assets. Develops budget plan estimates and justifications that contain major program objectives within prescribed timeframes. Resolves problems promptly with minimal adverse impact on functional operation. Plans and assigns work to subordinates to effectively accomplish the objectives of the mission. Recommends improvements in policies, procedures and practices that are consistent with legal and regulatory requirements and that meet the needs of the organization. Programs and administrative functions are efficiently and effectively carried out.

TRAINING

Conferences, workshops, seminars in the hospitality industry, safety, funds and resource protection. Alcoholic beverage controls, fire protection, marketing, customer service, personnel management, and other local, state, federal and installation required training.

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  Community Services Flight Chief	DATE 29 May 2018
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