

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70027	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE COOK LEADER	4. CLASSIFICATION NL-7404-06	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Ability to lead three or more workers to accomplish cooking assignments. Must have experience in and knowledge of food preparation principles and characteristics of food and of planning processes to ensure entire meals are prepared and cooked on time. Must be able to perform yield testing to determine portion cost and to adjust ingredients in standardized recipes. Knowledge of procedures to order, issue and store food. Experience and knowledge must have been gained in a grill, snack bar, restaurant, club or similar food activity. Must be physically able to frequently lift objects weighing up to 40 pounds, and occasionally over 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 IAW current Air Force standards and/or complete food handler's training. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

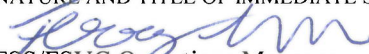
PERFORMANCE STANDARDS

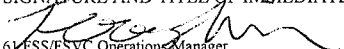
Performance will be judged on successful accomplishment of all duties and tasks listed above. Must demonstrate masterful expertise in all facets of kitchen operation while also giving direction to all kitchen staff. Must also master the ability to work alone, with no direct oversight and successfully plan, prep and execute all food operations. Must follow and enforce sanitation and safety 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  61 FSS/FSVC Operations Manager	DATE 3-30-17
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<b>NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION</b>		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70027
3. ORGANIZATION LOCATION 61 FSS/FSVC – Club Operations Los Angeles AFB, CA		4. POSITION TITLE COOK LEADER	
		5. CLASSIFICATION NL-7404-06	6. CLASSIFIED BY HQ AFSVA/SVXH
		7. DATE Updated 17 May 10	
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 AFR 40-7, chapter 7).			
I. INTRODUCTION: The function of the organization where this position is located is in official functional statements. The purpose of this position is to lead other employees and cook a wide variety of menu items.			
II. DUTIES AND RESPONSIBILITIES:			
1. As a working leader, performs the following types of duties: Provides day-to-day advice and guidance to employees 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; ensures that the worksite materials and tools are available; and ensures that employees follow security, safety and housekeeping rules.			
2. Performs duties which include, but are not limited to, the following: roasts, broils, bakes, fries, boils, steams and stews meats, fish and poultry. Prepares soups, stocks, broths, gravies, sauces and puddings without the use of packaged mixes. Adjusts standardized recipes for number of servings, performs yield testing; prepares cold food platters such as ham, salmon and roast beef platters, and salads and hors d'oeuvres; mixes and prepares cold sauces, meat glazes, molded aspics and salad dressings, and carves vegetables and fruits as garnishes for food platters and dishes.			
3. Prepares entire meals which requires coordinating the cooking of several items with different cooking times and characteristics. Plans the cooking process to produce complete meals on time and at the proper temperature.			
4. Performs other related duties as assigned.			
III. CONTROLS OVER WORK: Receives assignments from the supervisor's worksheet, standardized recipes, or from general oral or written instructions. Supervisor checks work and is available for preparation of special menu items.			
IV. OTHER SIGNIFICANT FACTS:			
1. Skill and Knowledge: Ability to lead three or more workers to accomplish cooking assignments. Knowledge of food preparation principles and characteristics of foods. Knowledge of planning processes to ensure entire meals are prepared and cooked on time. Ability to perform yield testing to determine portion cost and the ability to adjust ingredients in standardized recipes. Knowledge of procedures to order, issue and store food.			
2. Physical Effort: Frequently lifting objects weighing up to 40 pounds, and occasionally lifting over 40 pounds. Continual standing and walking, and frequent stooping, reaching, pushing and bending.			
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.			
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
		PT	PT
		12. REAUDIT CERTIFICATION (Initials)	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		DATE	
 61 FSS/FSVC Operations Manager		SUPERVISOR	
		CLASSIFIER	