

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70154	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVC-Club Operations Los Angeles AFB,CA
		X	EXEMPT	
3. POSITION TITLE CHEF		4. CLASSIFICATION NF-1667-III		5. CLASSIFIED BY HQ AFSVA/SVXH
6. DATE Updated 17 May 10				

**DUTIES AND RESPONSIBILITIES**

As a chef in a small to medium size kitchen, responsible for the planning and managing of all food activities. Using culinary skills, performs as a working chef in the day-to-day operation of the kitchen and all aspects of meal preparation. Instructs cooks on proper techniques and methods of cooking and preparing a variety of food items in the art of fine culinary cuisine. Checks food during and after preparation for conformance with high standard of quality. Ensures that all kitchens provide nutritious, safe, eye-appealing, properly flavored food. Initiates the preparation and development of new and unusual food items, specialty foods, and sauces. Creates and plans new culinary menu items and recipes to support the interest of customers. Plans all menus for regular meals, fine dining and parties. Formulates cyclic meal specials and menus for use in all food areas to ensure customer satisfaction. Ensures current menu cost cards on all menu food items and the utilization of standardized recipes. Assesses food service related financial data and recommends actions to maintain financial solvency. Responsible for the security and accuracy of monthly inventories of supplies and foods. Complete routine walk through inspections taking any necessary actions and meets all objectives for sanitation and environment requirements. Responsible for work force management, recruitment, and staff training. Other duties include preparation of budgets, maintenance of payroll records, food costs, and reports. Performs other duties as assigned.

**QUALIFICATIONS**

Progressively responsible experience in quantity cooking, preparation of a variety of food items, menu planning, quality and cost control of food preparation, inventory and storage procedures for food supplies and equipment, and procurement of food supplies and equipment. The experience must include supervising personnel. In addition, the incumbent must have knowledge of dietetics, planning culinary activities, and portion control. 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 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

DATE

  
61 FSS/FSVC Operations Manager

3-30-17

CLASSIFICATION EVALUATION REPORT  
AFSPG # 70154 Chef, NF-1667-III

CLASSIFICATION REFERENCE:

*AFMAN 34-310, Nonappropriated Fund Personnel Program Management and Administration Procedures,  
1 Dec 95*

1. Background: This position is located in the Business Flight within the Services Squadron. The primary function of the position is to plan and manage all food activities associated with a small to medium size kitchen.

2. Title, Series and Grade Determination: Chef, NF-1667-III

Series Determination: The work performed is characteristic of the occupational series 1667 – Steward Series. This series includes all classes of positions the duties of which are to manage, supervise, or perform work involved in the operation of the food supply service of a Government institution, including storeroom, kitchen, dining room, meat shop, and bakery. The position is appropriately classified to the 1667 series.

Title Determination: There is no standard published for the 1667 series. The position involves supervision of kitchen staff and personnel. The title chef denotes supervisory responsibilities and the supervisory prefix is not used. The title most appropriate for this position is chef.

Grade Determination: The paramount responsibility of the position necessary for recruitment, selection and promotion is the knowledge and ability to plan, manage and supervise a small to medium size kitchen. The duties performed are characteristic of the NF-III pay band level as described in AFMAN 34-310, attachment 9. The appropriate grade level of the position is NF-III.

3. Final Classification: Chef, NF-1667-III

CLASSIFIED BY HQ AFSVA/SVXH, JUN 98