



75th Force Support Squadron Hill AFB, Utah

NAF Vacancy Announcement

10 - 009

POSITION:

Position / Grade: Club Operations Assistant / NF-1101-02

Location: Club Hill Bldg. 450, Hill AFB, Utah

Salary: \$8.91 - \$10.00 - DOE

Category: Flexible (0-40 Hours per week) without benefits

Opening Date: 30 April 2010

Closing Date: Open Until Filled

(First review will be on 10 May 2010)

Area of Consideration: Open To All

DUTIES AND RESPONSIBILITIES:

Monitors operations of a club or assigned area, normally during absence of the manager and assistant manager, and normally at night or on weekends. Responsible for issue, receipt and control of cash boxes. Prepares a report of all significant occurrences during the shift. Reviews the schedule of functions that are to take place during the assigned shift and ensures they are carried out as planned by management. Ensures that only authorized personnel use the facility, and that club rules, regulations and established procedures are followed. Assures patron satisfaction by resolving complaints and other customer problems. Provides instruction and guidance to all club staff members on functions taking place during the shift. Inspects and secures facility at the end of the shift.

QUALIFICATIONS:

Must have experience which provides knowledge of club, restaurant, and retail operation. Must also possess experience which provides knowledge of cash handling procedures and sales operations such as; receipt, disbursement, examination, deposit and use of cash accountability control methods. Must have experience which demonstrates ability to provide work direction to other club employees and knowledge of fire, safety, and health regulations. Must be able to communicate with customers and possess skill in dealing with the public. Must satisfactorily complete a National Agency Check with Inquires (NACI).

HOW TO APPLY:

Current Nonappropriated Fund employees must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. 07 May 2010 to be considered for first referral on 10 May 2010.

External applicants must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"
3. Prior Military, submit a copy of your DD 214

5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than by 4:00 p.m. on 07 May 2010 to be considered for first referral on 10 May 2010.

All applications are submitted to:

75 FSS/FSMH
Human Resources Office
5713 E. Ave., Bldg 460, Annex
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: 75fss.fsmh@hill.af.mil

FOR ADDITIONAL INFORMATION CONTACT: 75 FSS/FSMH, DSN: 777-1080 or CMCL:
(801) 777-1080.

OTHER INFORMATION: All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

NONMERIT FACTORS: Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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