



**75th Force Support Squadron
Hill AFB, Utah**

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Aid / NF-0189-01

Location: Golf Course

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Operates a Food and Beverage Golf Cart to serve the patrons on the Golf Course. Responsible for stocking, direct selling and restocking of the food and beverage cart with a variety of merchandise such as: hot and cold sandwiches, prepackaged snacks, tobacco products, candy and cold beverages including beer and mini bottles. Maintains a change fund, accepts payment and gives correct change. Responsible for unloading and cleaning the food and beverage cart at the end of each day. Uses an inventory sheet to record items not sold which is verified by another employee. Counts daily cash receipts and prepares activity report. Performs other related duties as assigned.

QUALIFICATIONS:

Practical knowledge of the recreational activities rules and procedures. Must have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes (1) direct handling of cash items, and (2) use of cash accountability control methods. Must possess skill in dealing with the public. Must be able to read, write and speak English. Must possess a valid driver's license. Frequently required to handle objects weighing up to 20 pounds in loading and unloading merchandise. Must be able to obtain a Food Handler's Certificate. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Successful completion of a security background check is required.



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POSITION:

Position / Grade: Recreation Aid / NF-0189-01

Locations: Information Tickets & Tours (ITT) / Outdoor Recreation

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Sells regular and discount admission tickets for such leisure facilities as theaters, concerts, and campus events. Makes reservations for tours and facilities. Collects fees for tickets, tours, classes, and facility usage. Completes cashier's report and makes bank deposits. Answers questions concerning recreation policies, plans, publicity, schedules and contests. Files reports, forms, purchase orders, work orders, check requests, reproduction requests, correspondence and publicity.

QUALIFICATIONS:

A practical knowledge of recreation activities, rules, procedures and skill in the use and maintenance of various recreational equipment is desirable; however, no experience is required. Must be able to communicate clearly and effectively both in person and when using telephones or public address systems. Successful completion of a security background check is required.