



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

NAF Open-Continuous Listing

POSITION:

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

Location: Club Hill

Category: Flexible

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. Successful completion of a security background check is required.