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ARMY NAF STANDARDIZED POSITION DESCRIPTION

PD#: AL652 **Sequence#:** VARIES

Replaces PD#:

OPERATIONS ASSISTANT

NF-1101-02

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION

Citation 1: OPM, PCS, SERIES DEF, BUSINESS & INDUSTRY, GS 1101, FEB 69

Citation 2: NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 AUGUST 2019

Classification/Job Grading Certification: *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: NAF GENERIC

Classified Date: 09/29/2000

POSITION INFORMATION:

FLSA: NON-EXEMPT

Career Field:
Program Code: VARIES

Bus Code: VARIES

Region: NAF

Financial Disclosure: NO

PD Status: VERIFIED

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Position Designation: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Emergency Essential: VARIES

Investigation:

DEVELOPMENTAL ASSIGNMENT:

Career Ladder PD: YES

Target Grade/FPL: 02

Career Pos 1: 8918 NF-1101-01

Career Pos 2:
Career Pos 3:
Career Pos 4:
Career Pos 5:
Career Pos 6:

DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:

Assists management with the operation of facility in accordance with established procedures. Issues, receives and controls cash receipts and change funds; verifies cash count of funds turned in by cashiers. Determines cash shortage or overages.

Assures only authorized patrons utilize the facilities. Submits daily report of operations. Assists in setting up parties according to party plan. May assist bartenders in setting up bars and/or cashier's bag. Completes Daily Activity Report. Completes fire safety checks and secures the facility.

May monitor inventories, place and receive food and beverage orders using Food track or similar software.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Candidates must possess:

1. Progressively responsible duties in the receipt, disbursement, examination, deposit, custody or other processing of cash items.
2. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment.
3. Skill in providing customer service.
4. Ability to communicate effectively.

CONDITIONS OF EMPLOYMENT:

Subject to satisfactory completion of all pre-employment checks in accordance with AR 215-3, para.2. Incumbent may also required to complete a Tier 1 background investigation for a Common Access Card for physical access to federally-controlled facilities. May be required to lift and carry up to 20 pounds.

EVALUATION:

Not Listed

FLSA DETERMINATION:**Fair Labor Standards Act (FLSA) Determination:**

- ☐ 1. Availability Pay Exemption - e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ 2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☐ 3. Executive Exemption:
- ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- ☐ b. Customarily and regularly directs 2 or more employees, AND
- ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.
- Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ 4. Professional Exemption:
- ☐ a. Professional work (primary duty)
- ☐ b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
- ☐ c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
- ☐ d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- ☐ 5. Administrative Exemption:
- ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

FLSA Conclusion:

- ☐ EXEMPT
- ☐ NON EXEMPT

FLSA Comments/Explanations: