

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70068	FLSA X	NONEXEMPT EXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVML Combat Support Flight Lodging Section		
3. POSITION TITLE LODGING CLERK		4. CLASSIFICATION NF-0303-I	5. CLASSIFIED BY HQ AFSVA/SVH	6. DATE 11 Feb 98	

DUTIES AND RESPONSIBILITIES

Receives and confirms room reservations by letter, telephone, or personal contact. Registers and assigns rooms to guests, issues room keys, and may escort guests to rooms. Ensures that only authorized patrons use government-sponsored quarters. Calculates and posts charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guest checkout statements. Prepares and safeguards cash receipts, prepares daily cashier's report, daily activity report, and may prepare consolidated daily activity report. Maintains daily quarters occupancy and current checkout list. Maintains and sells convenience items to patrons. Routinely operates a computer. Performs other duties as assigned

QUALIFICATIONS

Applicant must have experience in general clerical work of any kind in which the applicant has demonstrated ability to perform satisfactorily at the grade level of the position. Experience must have demonstrated the ability to resolve common arithmetic problems, and to make change when receiving payment from customers. Must be able to speak, read, and write English. Must meet state and legal age requirement for sale of alcoholic beverages. Must be able to complete a National Agency Check.

PERFORMANCE STANDARDS

Promptly and courteously receives, greets, and answers questions from visitors and telephone callers. Accurately registers guest ensuring compliance with established patron eligibility criteria. Accurately maintains and updates guestroom assignments, checkout lists and patron accounts to enable quick and efficient retrieval of information. Accurately prepares reports in accordance with regulations and policies, and in the appropriate format. Documents are finalized in a timely manner, meeting prescribed suspense dates or established deadlines. Ensures compliance with all established safety and security policy and regulations. Must support the theme of loyalty and team player with co-workers and supervisor to assure a professional workplace.

TRAINING

All training will be provided by the supervisor or other qualified personnel

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 Acting Lodging Manager	DATE
---	------