

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70055	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVVG Business Operations Flight Golf Course Section	
			EXEMPT		
3. POSITION TITLE SALES CLERK		4. CLASSIFICATION NF-2091-I		5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE 14 Mar 08

DUTIES AND RESPONSIBILITIES

Performs over-the-counter selling of a variety of merchandise which may include but is not limited to the following: jewelry, footwear, clothing, photographic equipment, sporting goods, electronics, novelty gifts, snack foods and other miscellaneous items. Explains use of various products, answers questions concerning various aspects of products, and assists patrons in fitting wearing apparel. Records sales, makes change, and wraps or bags merchandise. Prices merchandise according to pricing guides, replenishes stock as required, and assists with inventories. Performs housekeeping duties in sales and storage areas. Sets up and tear down for special events for the Golf Course. Performs other related duties as assigned.

QUALIFICATIONS

Must have responsible experience in clerical, office, cash handling or retail sales store work of any kind, which demonstrates the ability to perform satisfactorily at the grade level of the position. Experience must demonstrate knowledge of proper cash handling procedures, the ability to resolve common arithmetic problems used when receiving payment from customers, and the ability to operate a cash register. Must be able to read, speak, and write English. Must possess skill in dealing with the public. Must be 21 years of age. Must be able to satisfactory complete a pre-employment physical and food handler's training. Satisfactory completion of a National Agency Check is required.

PERFORMANCE STANDARDS

Must be courteous and exercise diplomacy and tact when dealing with the public. Expected to have no more than two (2) valid customer complaints per quarter. Must be courteous and cooperative to other staff members. Must meet the standards set by the Golf course Manger with no more than one (1) oral admonishment per quarter. Cash handling procedures must be adhered to. Must adhere to fire, safety and facility security regulations with o more than one (1) violation per quarter. Must support the theme of loyalty and a team player with coworkers and supervisors to assure a professional workplace.

TRAINING

All formal and informal training applicable to this position, as deemed necessary by the supervisor. The majority is on the job training.

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 Golf Course Manager	DATE
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