



BASIC JOB REQUIREMENTS

The following is provided so that you may be aware of what the basic job requirements of the positions are. For detailed information, the Position Description/Position Guide or in some cases the qualification standards must be referred to. Positions are listed in alphabetical order (“NA” are Crafts and Trades and “NF” or “CC” are Paybanded)

Custodial Worker, NA-1

The purpose of this position is to perform a variety of simple cleaning tasks in an assigned area requiring light physical effort and involves the use of hand or lightweight powered cleaning equipment.

No prior training or work experience is required. Applicant must be able to follow simple oral instructions and be able to use hand or lightweight powered cleaning tools and equipment such as brooms, mops, lightweight vacuum cleaners, lightweight floor scrubbers, etc.

Food Service Worker, NA-7408-1/2

The purpose of this position is to perform routine manual duties in food preparation or food service areas.

NA-01 No previous experience or training is required. Must be able to follow simple oral and written instructions and be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets, and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, stoop, and reach for long periods of time. Pre-employment physical required. Must satisfactorily complete a National Agency Check.

NA-02 Must be able to follow simple instructions, be able to use hand tools for cleaning and operate simple machines. Must be skilled in doing tasks with several steps and must use judgment in sequencing tasks. Must have knowledge of sanitation standards in handling and serving food, and for cleaning equipment and work area. Must be able to frequently lift or move objects weighing up to 40 pounds, and be able to occasionally lift and carry objects up to 50 pounds. Must be able to continuously stand and walk, and frequently stoop, reach, push, pull, and bend for long periods of time. Must be able to obtain a Food Handler’s Certification and/or complete food handler’s training. Must satisfactorily complete installation, state, and national criminal background checks. Pre employment physical required along with required immunizations.

Waiter, NA-7420-1/3

the purpose of this position is to perform work involved in serving food and subsequent cleaning functions.

No previous experience or training is required. Must be able to follow simple oral instructions, prepare checks for patrons, make simple mathematical computations, and be able to follow cash handling procedures. Must be physically able to stand, stop, bend, and walk for long periods of time. Must be able to frequently lift and carry objects weighing up to 10 pounds. Must meet the appropriate minimum age requirements for serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate.

Laborer, NA-3502-2

The purpose of this position is to perform manual labor tasks involving the use of common hand tools and simple power equipment.

No previous experience or training is required. Must be able to use, control, and clean common handtools, and simple power equipment. Must be able to follow oral and/or written instructions involving duties with several distinct tasks or steps. Must be physically able to frequently lift and carry medium to heavy objects up to 40 pounds and be able to occasionally lift and carry objects up to 50 pounds. Must be able to actively, bend, stoop, stand, reach, and work in awkward positions. Pre-employment physical required. Must satisfactory complete a National Agency Check.

Cook, NA-7404-4

The purpose of this position is to perform a wide variety of food preparation and simple cooking tasks.

Must have experience in a knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral and written instructions, works safely, and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods, and the ability to season food and decide when foods are done is required. Must be physically able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull, and bend for long periods of time. Must be able to obtain a Food Handlers' Certificate. Must satisfactory complete a National Agency Check. Pre-employment physical required.

Bartender (trainee), NA-7405-03

No previous training or experience is required. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must meet the appropriate minimum age

requirement for working with and/or serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate. Satisfactory completion of a National Agency Check (NAC) is required. Must satisfactorily complete a pre-employment physical.

Bartender – NA-4705-5

The purpose of this position is to mix and serve pre-mix alcoholic and non-alcoholic beverages from a full service bar.

Applicant must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda water, sugar, bitters, and fruit and the ability to mix exotic drinks. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be physically able to frequently lift objects weighing up to 15 pounds, pull, and push objects weighing 10 to 20 pounds and occasionally lift up to and over 40 pounds. Must meet the appropriate minimum age requirements for working with and/or serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate. Position of Trust – National Agency Check required. Must satisfactorily complete a pre-employment physical.

Motor Vehicle Operator, NA-5703-4

The purpose of this position is to operate a government motor vehicle and provide delivery service of all food items to Laughlin AFB housing area and other areas on Laughlin AFB.

Applicant must have experience in the operation of a motor vehicle. Must possess a valid drivers' license and be able to obtain a government motor vehicle operator's permit within a reasonable time after appointment. Applicant must be able to exert light physical effort in reaching, bending, turning or moving hands, feet, and legs to operate hand and foot controls. Must be physically able to frequently handle objects weighing up to 20lbs. Position of Trust-NAC required. Health card required.

Picture Framer NA-05

Must have experience which demonstrates knowledge of a limited range of woodworking materials, techniques and processes; skill in basic layout procedures for repetitive assignments; skill in use of a variety of hand and power tools such as drills, hammers, miter box, frame cutters, and corner jigs. Must be able to stand, bend and stoop for extended periods of time. Must be able to lift and carry items weighing up to 20 pounds and frequently lift and move heavier items with the assistance of other workers. Must have ability to communicate both orally and in writing. Must possess skill in dealing

with the public. Pre-employment physical required. Must satisfactorily complete a National Agency Check.

Tool and Parts Attendant NA-03

Must have experience which demonstrates knowledge of automotive tools and parts; good working practices, to include inventory procedures and record maintenance. Must have experience working with patrons providing quality customer service. Must be able to lift objects up to 10 pounds and occasionally handle objects up to 40 pounds with assistance. This is a position of trust. Must be able to satisfactorily complete a National Agency Check.

Laundry Worker NA-01

Must be able to operate large commercial washers and dryers. Provides bulk laundry service for items such as sheets, towels, mats, and etc. Must be able to read, count, and sort laundry by type and condition and to make written entries on AF Forms and cleaning tickets. Must be able to follow oral instructions. Must be able to lift objective weighing up to 40 pounds and heavier objects with assistance of other workers. Prepares monthly reports for the NAF AO as appropriate. Must successfully complete a pre-employment physical examination. Performs other related duties as assigned. Must satisfactorily complete a National Agency Check.

Child Development Program Assistant, CC-1702-1/2/3

Note: Child Development Program Assistants (CDPA) are targeted to the CC-3 level. A training program is required and must be completed within time limits established.

The primary function of the position is to provide appropriate development care and instruction for children in the Child Development Center.

Qualifications:

CC-1

Basic Requirement: Must be at least 18 years of age, hold a high school diploma (or equivalent), and have the ability to speak, read, and write English. Must pass a physical examination and get or have required immunizations. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state, and national criminal background checks. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with small children and their parents.

CC-2

Basic Requirements: As above.

Specialized: Six months experience working in a group program for young children including day care, preschool, nursery school, kindergarten, or licensed family day care. Completion of three AF Child Development Program Assistant (CDPA) Certification Modules (or equivalent); or, 15 semester hours above the high school level in child care or related fields; or secondary vocational program in child care.

CC-3

Basic Requirements: As above.

Specialized: Six months experience equivalent to the CC-02 level working in a group program for young children. Completion of AF Child Development Program Assistant (CDPA) Certification Modules (or equivalent); or, 30 semester hours above the high school level which included at least 15 semester hours in child development, early childhood education, or related fields.

School Age Program Assistant (Entry Level), CC-1702-1/2/3

Note: School Age Program Assistants (SAPA) are targeted to the CC-3 level. A training program is required and must be completed within time limits established.

The primary function of the position is to assist in planning, coordinating, and conducting educational and recreational activities for a group of youth enrolled in the Air Force School Age Program administered at the Youth Center.

Qualifications:

CC-1

Basic Requirements: Must be at least 18 years of age, hold a high school diploma or equivalent, and have the ability to speak, read, and write English. Must meet specific physical requirements, pass a physical examination, and get or have required immunizations. Must be able to obtain a Food Handler's Certification, and satisfactorily complete installation, state, and national criminal background checks. Must satisfactorily complete training as specified below and demonstrate competency with required time frames.

CC-2

Basic Requirements: Same as above.

Specialized: Six months experience working in a group program with youth. Completion of three After School Age Program Modules (or equivalent); or, 15 semester hours above the high school level, in youth development or a related field, i.e., youth recreation, elementary/early childhood education, child psychology, family services, social work, home economics, etc; or a secondary vocational program in child/youth care.

CC-3

Basic Requirements: Same as above.

Specialized: Six months experience equivalent to the CC-02 level, working in a group Program with youth. Completion of all AF School Age Program Modules (or equivalent); or, completion of 30 semester hours above the high school level, 15 of which are in youth development or a related field, i.e., youth recreation, elementary/early childhood education, child psychology, family services, social work, home economics, etc.

Recreation Aid, NF-189-I

Performs and/or assists other recreation assistants or specialists in the operation and maintenance of indoor and/or outdoor recreational facilities. Types of duties include but are not limited to the following: Sets up recreation areas for scheduled activities; takes payment for items/ rentals; notifies participants of schedule changes, etc.

Practical knowledge of recreational activities, rules, and procedures. Ability to safeguard and handle cash and skill in the use and maintenance of various recreational equipment and facilities are desirable; however, no experience is required.

Youth Center: Must be at least 18 years of age, hold a high school diploma or equivalent and have a valid driver's license. Must satisfactorily complete an installation, state and national background check. Pre-employment physical and immunizations required.

Recreation Assistant, NF-189-II

Performs and/or assists in operation and maintenance of recreational facilities. Plans, organizes, and carries out all group activities in areas such as, Bowling Center, Southwinds, Marina, Outdoor Recreation, etc. National Agency Check Required.

Applicant must have experience which provided a general familiarity with the routines and procedures followed in group activities or programs; and practical knowledge and/or experience of recreational activities and equipment rules, and procedures in a recreation program activity which has involved recreation work in the area of specialty in which the position is assigned.

Cashier-Checker-NF-2091-I

Sells a variety of items and/or short order items, i.e., snacks, tobacco, products, candy, etc. Operates cash register, rings up the sales, receives money and makes change, or charges to the member's account.

Must have experience in responsible clerical or office work which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Must also 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 have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Must satisfactorily complete a National Agency Check.

Office Automation Clerk, NF-325- II

Uses word processing software and printing equipment to produce a variety of documents. Will Create, copy, edit, and make insertions or deletions or move material from one place to another; store, retrieve, and print a variety of standardized documents using glossary of prerecorded formats, form letters, etc.

Applicant must have experience in clerical or office work of any kind in which the applicant has demonstrated the ability to perform satisfactorily at the grade level of the position. Applicant must also have experience in working with automated systems. A qualified typist is required. Must satisfactorily complete a National Agency Check.

Club Operations Assistant, NF-1101-II

Monitors operation of a Club or assigned area, normally during the absence of the manager and assistant manager and normally at night or weekends. Prepares a report of all significant occurrences during the shift. Reviews the schedules 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.

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. Position of Trust-National Agency Check Required.

Lodging Clerk, NF-0303-II

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 make change when receiving payment from customers. Must be able to read, speak, and write English. Must meet state and legal age requirements for sale of alcoholic beverages. Must satisfactorily complete a National Agency Check (NAC).

Cashier NF-II

Progressively responsible experience in clerical duties in the receipt, disbursement, examination, deposits, custody, or processing of cash items when this includes (1) direct handling of cash items and (2) use of cash accountability control methods. Position of trust National Agency Check required.

Sales Store Clerk (Golf Course) NF-01

Must have experience in responsible clerical or office work which includes the ability to perform common arithmetic problems and make change when receiving payments from customers. Must also 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 accounting control methods and ability to safeguard and handle cash. Must have the ability to communicate both orally and in writing. Practical knowledge of golf course rules and procedures. Satisfactory completion of a National Agency Check is required.

Recreation Assistant (Fitness and Lifeguard WSI) NF-02

Must possess a current American Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification and American Red Cross Life Guard certification prior to hire. Must be able to lift objects weighing up to 50 pounds unassisted and up to 100 pounds with assistance. Must successfully complete a pre-employment physical examination. Must be able to read, speak and write English and communicate effectively with patrons. Must possess skill in dealing with the public. May be required to work an uncommon tour of duty. Must be able to satisfactorily complete a National Agency Check (NAC) and State Criminal History Repository Check (SCHRC). Must keep all certification requirements current and up to date. Must have experience and knowledge of swimming activities, rules, procedures and skill in the use of various pool and safety equipment. Must be qualified to teach youth and adult swimming lessons.

Recreation Aid (Fitness and Lifeguard) NF-01

Must possess a current American Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification and American Red Cross Life Guard certification prior to hire. Must be able to lift objects weighing up to 50 pounds unassisted and up to 100 pounds with assistance. Must successfully complete a pre-employment physical examination. Must be able to read, speak and write English and communicate effectively with patrons. Must possess skill in dealing with the public. May be required to work an uncommon tour of duty. Must be able to satisfactorily complete a National Agency Check (NAC). Must keep all certification requirements current and up to date. Must have experience and knowledge of swimming activities, rules, procedures and skill in the use of various pool and safety equipment.