

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER N41101	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 14 FSS/FSCB Community Services Flight Columbus AFB MS
		X	EXEMPT	

3. POSITION TITLE BOWLING CENTER MANAGER	4. CLASSIFICATION NF-1101-III	5. CLASSIFIED BY Alan D. Cardenas	6. DATE 03/22/16
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DUTIES AND RESPONSIBILITIES
 Responsible for the economic and efficient operation of bowling center facilities and activities. Implements higher-level directives, formulates procedures and programs to ensure high standards of food and beverage, recreational and promotional programs. Establishes, reviews, and evaluates food service, purchase of supplies, equipment and resale merchandise. Establishes financial goals commensurate with market analysis of area or region. Prepares budget, analyzes financial results and maintains solid financial condition of the center. Responsible for work force management, recruitment, and staff training. Manages real property resources and provides expert advice on renovations, improvements, minor and major construction. Promotes, organizes, and schedules open and league bowling and special events. Conducts or ensures conduct of bowling classes. Ensures that maintenance and preventive maintenance are performed on all bowling-related facilities and equipment. Ensures appropriate bowling equipment and supplies are on hand. Oversees the operation of a pro shop and/or a snack bar.

QUALIFICATIONS
 Must have experience that shows progressively responsible administrative, professional, technical, or other work which has provided a general knowledge of management principles and practices, or progressively responsible experience in one or more of the functions managed by a bowling center manager. **Specialized Experience:** In addition to the general experience, applicant must have specialized experience gained in the operation or management of a civilian or military bowling center operation. The experience must include responsibility or supervision over the various phases of a bowling center operation. Specialized experience must be at a level that shows the applicant can perform the duties and responsibilities of the position. **Substitution for general and specialized experience:** A Professional Bowling degree in an accredited College or University may be substituted for all general and specialized experience. Must be able to complete and maintain a satisfactory National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS
 Performance is measured on the basis of results achieved, i.e., success of total operations in terms of customer satisfaction, participation and interest, and profitability of operations. Efficiently plans, organizes, and directs efforts to regularly comply with higher headquarters policies, programs and guidance to achieve organization and customer needs. Takes appropriate and timely action to provide a work environment free from discrimination, harassment, and retaliation. Implements and maintains an effective internal control system to preclude or minimize the potential for fraud, waste, and abuse. Consistently observes and complies with health, safety, and security directives. Ensures revenues and expenditures are properly recorded and accounted for to provide for reliable financial and statistical reports, and to maintain accountability over assets. Regularly prepares budgets in accordance with agency guidelines and within established time frames that accurately reflect income, expenses, and capital expenditures. Reviews budget information regularly in order to make effective changes to meet goals and accurately explain variances between actual and budgeted performance. Interactions with internal and external officials and/or customers are usually diplomatic, convincing, professional, and promote effective working relationships. Consistently ensures higher-level directives are properly implemented.

TRAINING
 Conferences, workshops, seminars in the hospitality and/or bowling industry, safety, funds, and resource protection. Alcoholic beverage controls, Dram Shop, Food Service certificate, fire protection, marketing, customer service, personnel management, and other local, state, federal, and installation required training. Incumbent must complete the NAF supervisor's online training within 6 months from date of hire. Incumbent must attend the AFPC/Bowling Proprietors Association of America (BPAA) Bowling Managers Course within 12 months from date of hire.

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  MARY L WALL Chief, Community Services Flight	DATE 
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