

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Club Operations Assistant **POSITION NUMBER** 01-0072

JOB SERIES: 0303 **PAY LEVEL:** NF-2

Summary of Duties:

Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends. Responsible for the issue, receipt, and control of cash. Makes unscheduled cash counts. Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues. Inspects and secures facility at the end of the shift. Maintains and enforces security for funds, merchandise, supplies, equipment and property in accordance with directives and regulations. Must be alert to alcohol abuse and take appropriate action.

Performs other related duties as assigned.

Minimum Qualifications:

A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required. Familiarity with cash handling procedures and sales operation. Ability to communicate both orally and in writing, and to provide work direction to other employees.