

## **AEFSA General Manager**

### **Position Description**

The following are the key duties and responsibilities of the AEFSA General Manager. The General Manager (GM) may also be assigned other duties not specified below as directed by the AEFSA Board of Directors. The GM reports directly to the AEFSA President of the Board and coordinates activities with the Consulate's Community Liaison Office (CLO) and identifies and pursues new opportunities to expand benefits for AEFSA members.

- Manage the day to day operations of all AEFSA activities, including but not limited to: the Sheikh and Bake cafe, the tea warehouse, AEFSA membership activities, television services equipment rental, and special dinners and other membership events. Supervise Assistant General Manager, cafeteria chef, assistant chef, office staff, and other AEFSA staff hired for special events. Plan and advertise special events such as theme parties, while closely managing outside vendors.
- Under the supervision of the AEFSA Board of Directors, advance the plans and goals of the association and implement policies and operating procedures, while aligning AEFSA operations and special activities with the needs of the AEFSA membership, with a goal of providing quality products and services at affordable prices.
- Publish and distribute a monthly AEFSA Membership Newsletter.
- Direct the finances of the association and initiate the methods and procedures that will result in the healthy financial position desired by the Board of Directors. Ensure the association has up to date insurance policies and that bonding requirements are met. Oversee the work of the part-time AEFSA accountant.
- Maintain sound internal controls to deter employee and customer theft, track inventory and funds, and provide safeguards for all the association's assets, while maintaining the standards and quality of the merchandise, services, facilities and employee customer relations.
- In the conduct of all AEFSA activities, ensure compliance with the Department of State regulations and sound management practices as outlined in guidance provided by the Department of State's Office of Commissary and Recreation Affairs.
- Foster working relationships with Consulate employees and officials and assist the Board in maintaining outstanding communications with the Consulate personnel, especially the Regional Security Office, given the high number of AEFSA event guests that enter Consulate grounds.