



Custodial Worker

Announcement # JB-12-014A

Salary: \$12.82 per hour Series/Grade: NA-3566-02

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Gateway Inns & Suites, JB Anacostia Bolling

OPENED: 12 JANUARY 2012

CLOSE DATE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE (0-40 HOURS PER WEEK) NO BENEFITS OFFERED

Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs/> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 or email to naf.jbab.fct@navy.mil. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:
(202) 404-7077

DUTIES AND RESPONSIBILITIES:

Performs custodial work in the housekeeping and/or lodging Operation.

I. Housekeeping

On a daily basis dusts, waxes/polishes furniture; empties wastebaskets, changes wastebasket liner (if used) and sweeps/vacuum room. Cleans, sanitizes, and/or deodorizes bathrooms (including sinks, showers, floors, toilets) ensuring bathrooms are properly restocked with supplies, amenities and linen. Clean/sanitize kitchen area and restock supplies/amenities. Changes bed linen at least weekly or upon guest request and upon checkout. Upon checkout, completes all daily duties and replaces all bed linens, bath linens, wastebasket liners, cleans sills, mirrors and ensures room is ready for occupancy. Counts and sorts linen removed from individual rooms, along with clean linen issued during assigned shift. Prepares linen in/out report daily and gives it to supervisor, ensuring any missing linen is reported. Completes room status report providing status of all assigned rooms (vacant, ready, checkout, occupied) and turns in report at end of each day. Informs supervisor of any missing, malfunctioning or damaged items in rooms, common areas or any valuables left out in the open by guests. Performs deep cleaning on an as required basis. Deep cleaning may include defrosting the refrigerator, cleaning windows, replacing drapes, moving furniture, carpet shampooing, and/or spot removal, cleaning walls/woodwork. Report problem areas; such as unreported vacancies, unusual activity, illegal substances in rooms, inappropriate cooking items and anything else in violation of local policy to the supervisor immediately. Responsible for maintaining a neat and orderly cart. Requests additional cleaning materials, amenities and/or equipment when needed.

II. Lodging Operations.

Performs custodial duties as required inside and outside of buildings including, but not limited to trash/garbage removal, sweeping, dusting, mopping, vacuuming, washing walls/windows and sanitizing bathrooms/kitchens. Cleans all lobbies, passageways, stairwells, laundry rooms, public restrooms and other common use areas in and around buildings. Loads, unloads and relocates heavy, bulky items such as furniture, supplies and linen using dollies, hand trucks, golf carts or by hand. Performs deep cleaning on an as required basis. Deep cleaning may include defrosting refrigerators, cleaning windows, replacing drapes, moving furniture, carpet shampooing, and/or spot removal, cleaning walls/woodwork. Deep cleaning may require the use of pressure washers, buffers and carpet cleaners. Assists Building Manager in conducting quarterly inventories. **III.** In either operation may be required to drive a

government vehicle between work locations. Performs other related duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

A general knowledge of cleaning procedures, cleaning equipment, commonly used chemicals (including MSDS) and basic safety is required. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

SPECIAL REQUIREMENTS:

This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours. The staff member may be recalled to duty and/or required to work overtime, including on an emergency basis. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. May be required to possess a valid state driver license, as travel to other facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment. This position is subject to a favorable national background check. The incumbent is expected to obtain certification in housekeeping and all requirements for housekeeping as outlined in the Lodging Career Path Guide.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>