



**Non-Appropriated Fund Vacancy
ANNOUNCEMENT NUMBER NAF-2015-07**

Opening Date: 12 February 2015

Closing Date: Open Until Filled
1st Cut Off: 27 February 2015

Position: NGIS Housekeeper, NA-3566-02

Salary: \$8.54 per hour

Employment Category: Temporary Flexible, (0-40) hours per week with no benefits. NTE 9 months. NOTE: May require working nights, weekends and holiday hours. Night differential and holiday premium pay will be paid for hours worked.

Location: Navy Gateway Inns & Suites, aboard Naval Submarine Base, Kings Bay, GA

Area of consideration: General Public and Military Spouse Preference Eligible

Duties: Cleans common areas and bedrooms in the Navy Gateway Inns and Suites. Makes beds, changes linens, dusts surfaces, polishes furniture, vacuums, washes walls, cleans bathroom fixtures and floors, cleans windows, ceiling fans etc. Uses a variety of cleaning and sanitizing solutions and operates commercial cleaning equipment. Notifies supervisor of damages or needed repairs to facility. Other duties as assigned.

Qualifications:

- Must have one year of general work experience.
- Must be able to operate commercial cleaning equipment such as vacuums, floor buffers and carpet shampooers, with training.
- Must be able to safely use a variety of cleaning solutions.
- Must have the ability to follow oral and written instructions.

Physical Demands and Work Environment: Work requires moderately strenuous physical activity. Moving and lifting/carrying of items up to 45 pounds (over 40 pounds with assistance), standing for long periods and frequent climbing of stairs. Work is performed mainly indoors in areas that have adequate heating, lighting and ventilation. Some facilities will require exposure to outdoors, as access to rooms is from outside, resulting in exposure to weather elements.

Knowledge and Skills Required: Must have general knowledge of cleaning procedures, cleaning equipment, commonly used cleaning chemicals and basic safety.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.