

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: MWR-38B-13**

**Reannouncement – Reopening Position – Previous applicants need not reapply**

**POSITION TITLE: Custodial Worker (Janitor); NA-3566-02; Flexible Status;  
0-28 Hours P/Wk; Must work weekends and holidays**

**WAGE: \$8.45 P/Hour**

**LOCATION: Navy Gateway Inns & Suites; NAS Jacksonville, Fl**

**AREA OF CONSIDERATION: Local Commute Area**

**OPENING DATE: 16 May 2013    CLOSING DATE: Until Filled**  
**First Cut-off: 23 May 2013**

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**BRIEF DESCRIPTION OF DUTIES:** Ensures security of all guests is maintained at all times. Ensures guest privacy is maintained at all times. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities; and provide information about local attractions. Provide assistance in handling customer complaints, involving management as necessary. 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 (clean and dirty) by hand or using carts, dollies, hand trucks, golf carts, or similar lifting/carrying devices. Performs deep cleaning as required. Deep cleaning may include defrosting refrigerators and freezers, cleaning windows (interior and exterior), replacing and/or cleaning drapes/curtains, moving furniture, and cleaning normally hidden areas, carpet cleaning (shampoo and/or spot treatment), cleaning walls/woodwork, and other such tasks. Deep cleaning may require the use of pressure washers, steam cleaners, floor buffers, and carpet cleaning machines. Assists management with the facility's inventory control program.

**QUALIFICATIONS REQUIRED:** Able to apply general knowledge of cleaning procedures and proper use of cleaning equipment and approved, commonly used chemicals (including MSDS) and adherence to basic safety policies is required.  
Must be able to communicate clearly and effectively in English both verbally and in writing with management, staff, and guests

**HOW TO APPLY:**

All interested applicants can submit their completed NAF application OR resume in person, or by mail to:

MWR Department Personnel Office  
P.O. Box 14 Bldg 1  
Naval Air Station  
Jacksonville, FL 32212

Or fax to: (904) 542-3424

Or email to: [JAXS\\_NAS\\_MWRJOBAPPS@navy.mil](mailto:JAXS_NAS_MWRJOBAPPS@navy.mil)

NAF Application forms, and Request for Military Spouse Preference forms are available at MWR Personnel Office located in Building 1, on Langley Street between Yorktown and Saratoga Avenues. These forms can also be downloaded at <https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "MWR Jobs," and on Facebook at [www.facebook.com/nasjaxmwr](http://www.facebook.com/nasjaxmwr).

**EMPLOYMENT PREFERENCE:**

If requesting spouse preference you must attach a copy of the Request For Military Spouse Preference Form along with a complete copy of the spouse's PCS Orders to your application or resume.

**NOTE:**

As a condition of employment, you will be required to participate in the direct deposit/electronic funds transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subjected to administrative action for failure to enroll unless a waiver has been obtained.

**Employment is contingent on the successful completion of a National Agency background check.**

**We are an E-Verify participant.**

*"The Department of the 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*