



Custodial Worker (Housekeeper)

Announcement # M-18212

Salary: \$8.86 per hour Series/Grade: NA 3566 02

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

LOCATION: Navy Gateway Inns & Suites, Pax River NAS

OPENS: 05 June 2012
1st Cutoff: 19 June 2012
CLOSES: When filled

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE POSITION (0 – 40 hours per week)

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

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. 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.

MINIMUM QUALIFICATIONS:

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.

SPECIAL REQUIREMENTS:

This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused. 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. This position is subject to a favorable National Agency Check (NAC).

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. All selections are contingent upon the obtaining of satisfactory employment reference checks.

If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment.

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

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 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.