



CUSTODIAL WORKER

Announcement # ANNA-0029-12

Salary: \$9.45- \$10.20 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 – ANNAPOLIS, MD

OPENS: 25 Sept 2012
1ST CUTOFF: 9 Oct 2012
CLOSES: UNTIL FILLED

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE (0-40 HOURS PER WEEK)

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 or E-mail: naf.nsaa.fcm@navy.mil. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306. Direct inquiries to: 301-342-3603

DUTIES AND RESPONSIBILITIES:

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. 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. Performs deep cleaning on an as required basis to include defrosting the refrigerator, cleaning windows, replacing drapes, moving furniture, carpet shampooing, and/or spot removal, cleaning walls/woodwork. May perform other 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.

MINIMUM QUALIFICATIONS:

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. Must be able to obtain access to base computer system, if applicable.

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. Possession of a current valid driver's license is preferred. Must be able to pass a background investigation.

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.

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.**

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

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.

Visit our web site: <http://cnic.navy.mil/NDW/About/Jobs>