

**Navy Morale, Welfare and Recreation
Fund
Position Vacancy Announcement
(Please Post on Bulletin Board)**

Announcement Number: NAFI-008-12
Position: Housekeeper (Full time Position)
Series Grade: NA-3566-02 (Step-1) \$8.42/Hour
Positions available: 5
Opening Date: 30 MAY 2012
Closing Date: Until Filled

THIS IS A LOCAL HIRE POSITION. COLA AND LQA ARE NOT AN AUTHORIZED CONSIDERATION.

Location: Navy Gate Way Inns & Suites Okinawa
Area of Consideration: Okinawa-wide
Point of Contact: Personnel Office, 634-6960

NOTES:

1. This position is a Regular Full Time position (35/40 Hour Workweek). Subject to placement of military spouse preference.
2. Open to US Citizens Only.
3. Post Allowance will be granted.
4. Satisfactory completion of background checks prior to employment required.
5. Must possess a valid state driver's license.
6. First consideration may be given to non-competitive eligible.
7. Management reserves the right to cancel vacancy announcements at any time during the recruitment process.

Summary of Duties: 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. Reports 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.

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.

In either operation may be required to drive a government vehicle between work locations.

Qualification Standard: Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following knowledge, skills, and abilities (KSA's):

- a. Must have a general knowledge of cleaning procedures, cleaning equipment, commonly used chemicals (including MSDS) and basic safety is required.
- b. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.
- c. Must have at least 6 months experience and basic knowledge of housekeeping rules and regulations for DOD/DON/NGIS.

NOTE: A separate narrative statement addressing the ranking listed above is required as an attachment to your application. If the KSA's are not concisely addressed on a separate sheet of paper the application may be considered incomplete.

Absent Employees: Supervisors may file applications for their employees who are or will be absent (e.g., for serious illness, reemployment leave or TAD) during the time this announcement is open, if they feel that such employees are interested in or qualified for the position.

Equal Employment Opportunity: DON is an EEO 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 other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.

Where and How to Apply: Application and forms must be **received** in the **NAF Human Resources Office (MWR), PSC 480, Box MWR, FPO AP 96370** by **close of business (4.00 pm.)** of the closing/cut-off date of the announcement. Applications may be submitted by mail, or at **NAF HRO Bldg 3597, between the hours of 7:00 am. to 4:00 p.m., email: Elana.Read@fe.navy.mil or fax (DSN: 634-6918; commercial; 011-81-98-937-9049) Monday through Friday. Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** They should include with their application:

- 1) Most recent copy of their current performance rating if current federal employee.
- 2) Current SF-50 or current NAFI/AFFES personnel action.
- 3) All applicants must attach a copy of sponsor's orders to verify eligibility for preference. If current tour has extended, a copy of tour extension must be attached. (If applicable)
- 4) Current passport with SOFA stamp or Visa. (If applicable)
- 5) Prior military members will include a copy of their DD-214.
- 6) All applications must have an original signature with date.

FORMS/INFORMATION REQUIRED:

1. MWR Application Form

2. **Resume and alternative forms of applications MUST contain the following:**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours per week**, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

General Information: In completing the CFAO MWR Form 12300, REMEMBER THAT YOU WILL ONLY BE GIVEN CREDIT FOR THE EXPERIENCE AND TRAINING YOU SHOW IN THE APPLICATION. Therefore, you must do a thorough job in preparing the application. CLEARLY, CONCISELY, AND ACCURATELY describes the duties you have performed. Do not attach original or valuable documents.

AS A CONDITION OF EMPLOYMENT, SELECTEE WILL BE REQUIRED TO PARTICIPATE IN ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) FOR SALARY PAYMENT AND SATISFACTORY COMPLETION OF AN ACCESS NATIONAL AGENCY CHECK AND INQUIRIES (NACI) PRIOR TO EMPLOYMENT.