



CUSTODIAL WORKER SUPERVISOR

Announcement # JB-12-050

Salary: \$16.17 per hr Series/Grade: NS-3566-02
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: NGIS – JB Anacostia Bolling

OPENS: 19 July 2012
1ST CUTOFF: 2 Aug 2012
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

2 Regular Full Time (35-40 hours per week) Benefits

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/NDW/About/Jobs>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 or email to naf.jbab.fct@navy.mil. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

Conducts daily inspections of rooms, housekeeping carts, common areas, laundry facilities, and maintains written documentation of these inspections. Coordinates with front desk and maintenance personnel to ensure rooms are clean and ready for occupancy. This includes preparing work requests to the maintenance department. The incumbent is responsible for the security of all items in the storeroom and/or assigned storage areas. Determines and places orders for cleaning supplies, in-room amenities, and other materials or equipment needed by the housekeeping staff and ensures items are available when required. Investigates and prepares reports for staff mishaps/accidents. Evaluates performance, recommends awards and/or corrective/disciplinary actions. Ensures all leave requests are in writing and approves/disapproves in a timely manner. Utilizes the Property Management System (PMS) for the preparation of the daily housekeeping report and to schedule housekeepers to ensure all program commitments are met. Conducts training on proper work methods and safety procedures. Fully implements all safety, fire prevention, MSDS, and environmental/industrial hygiene requirements. Interview and recommend applicants for selection or promotion. Handles guest and/or staff suggestions and complaints, resolves problems in a tactful and diplomatic manner, refers difficult and/or unusual situations to management. Must perform duties of housekeepers, custodial workers, laundry workers, and/or their respective leaders on an "as needed" basis to cover for staff shortages or other unanticipated occurrences. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Requires one year of work experience that demonstrates knowledge of basic principles, concepts, standards, regulations and administration related to housekeeping and/or custodial and laundry operations. Professional knowledge of the lodging organization, administration, policies/procedures, and supervisory practices in conducting day-to-day operations. Must be skilled in the use of a personal computer and various software programs, including knowledge of the property management system. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing in English. Must be able to obtain access to base computer system.

SPECIAL REQUIREMENTS:

Must be able to work a flexible schedule to include holidays, nights and weekends. This position is subject to completion of a satisfactory background check and/or National Agency Check.

Visit our web site:

<https://www.cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited 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.

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.**

The Department of 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.

IMPORTANT: 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. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

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