

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

**VACANCY ANNOUNCEMENT**

ANNOUNCEMENT #M-01004A



**POSITION: CUSTODIAL WORKER NA-02**

**SALARY: \$7.15 PH**

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**LOCATION: COMBINED BACHELOR QUARTERS**

**OPEN: 11 MARCH 2004**

**CLOSE: OPEN CONTINUOUS**

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**AREA OF  
CONSIDERATION: COMMUTING AREA**

Spouse Preference Eligible  
 Involuntary Separated Military

Regular Full-Time (35-40 Hours Per Week)

One-Time Basis

Regular Part-Time (20-34 Hours Per Week)

Establish Register

Flexible (0-40 Hours Per Week)

Merit Staffing

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**HOW TO APPLY:** Submit current SF-171 or OF612 and any supplemental forms to Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670  
Attn: Personnel Dept. For further information call 301-342-3653.

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**DUTIES AND RESPONSIBILITIES**

Cleans and disinfects bathrooms, scrubs showers, walls, floors and replenishes supplies. Vacuums rugs throughout the facility. Dusts and waxes furniture, makes beds, straightens curtains and cleans ledges and window sills. Empties trash containers and ashtrays, launders soiled bed linens, towels and washcloths and folds and stores. Cleans, rinses and stores cleaning gear used in the performance of duties. Locks rooms and turns off lights after cleaning. Replaces burned out light bulbs and replaces batteries in smoke detecting devices. May be required to pick up trash in surrounding area outside the facility and plant, trim and care for trees and shrubs. May be required to clear walkways, steps and landings of snow and ice.

**QUALIFICATIONS:**

Must have the ability to follow instructions and be familiar with electrical apparatus such as vacuum cleaners, rug shampooing and laundry equipment. Ability to use heavy equipment in a safe manner, and depending on position may be required to be familiar with the use of trimmers and snow blowers. Must be able to obtain a favorable background investigation check and hold a valid drivers license.

**Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.**

**Applicants must meet all eligibility requirements for the position.**

**Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.**

**Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.**

**Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.**

**Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.**

**Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.**

**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.**