

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

**VACANCY ANNOUNCEMENT**

ANNOUNCEMENT #M-03904



**POSITION: CUSTODIAL WORKER NA-02**

**SALARY: \$7.15 - \$7.74 PER HOUR**

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**LOCATION: CBQ**

**OPEN: 15 APRIL 2004**

**CLOSE: OPEN UNTIL FILLED**

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**AREA OF CONSIDERATION: COMMUTING AREA**

Spouse Preference Eligible  
 Involuntary Separated Military

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<input checked="" type="checkbox"/> Regular Full-Time	(35-40 Hours Per Week)
<input type="checkbox"/> Regular Part-Time	(20-34 Hours Per Week)
<input type="checkbox"/> Flexible	(0-40 Hours Per Week)

One-Time Basis  
 Establish Register  
 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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**SUMMARY OF DUTIES**

Receives, issues and inventories linen for the transit quarters. Receives linen and supply requests from the Housekeeping Supervisor or Lead. Counting linen and filling supply requests with the Supply Clerk.

Delivering linen and supplies to housekeepers. Receiving and counting dirty and unused linen from individual housekeepers in the assigned buildings. Returning dirty and unused linen with the notation for any discrepancies in linen count.

Performs cleaning on common areas in any transient quarters when needed as determined by the supervisor. Remove all garbage and debris from common area spaces inside and outside. Vacuum hallways and common areas that are carpeted. Sweep and mop any other common areas that are tiled. Wipe down and remove marks from all walls in common areas as needed.

Perform other custodial tasks as directed by the supervisor. Duties and tasks are assigned to meet the needs or requirements for carrying out the mission of the facility. Performs other related duties as assigned.

**QUALIFICATIONS**

Must possess basic math and reading skills. Must be able to use a calculator and software programs (spreadsheets and work processing) designed to track linen inventory. Possess 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 verbally and in writing with management, staff and guests. Must be able to gain access to the base computer system.

This position is subject to the possibility of workdays on weekends and holidays. Must possess a valid state driver license. This position is subject to completion of a satisfactory background check. The incumbent is expected to work towards and obtain certification in housekeeping.

**PHYSICAL EFFORT**

**Must have the ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing up to 50 pounds is required. May be required to climb**

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ENROLLMENT IN DIRECT DEPOSIT IS A CONDITION OF EMPLOYMENT

**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.**