



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460
 E-MAIL: Quantico.vacancies@usmc-mccs.org
 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	LAUNDRY/CUSTODIAN WORKER NA-03		
ANNOUNCEMENT #:	705FL-BOQ	OPEN:	Aug 11, 2009
LOCATION:	BACHELOR HOUSING	CLOSE:	Open Continuous
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$9.62 per hour
TYPE OF APPOINTMENT:	FLEXIBLE, NON-EXEMPT	HOURS:	Monday thru Friday (7.30a.m. – 1830 - Saturday – Sunday (8:00a.m - 1630) ** Hours subject to change based on business requirements**
<input type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES:

Sorts and counts all items to be laundered according to the proper classification, and recording quantities on the laundry inventory sheets. Maintain inventory sheets in sequence for reconciliation of quantities received, issued to housekeepers and of stocked items. Ensures records are updated, reconciles records monthly, initiates transactions to re-stock items. Operates commercial type laundry washers and dryers according to instructions. Loads, balances articles in washer evenly, selects proper amount of detergent, proper temperature and timing. Sets controls for drying time and cooling temperatures. Exercise judgment in removing worn, faded or overly soiled items and replacing the linen one-for-one from stock. Places items into stacks of prescribed numbers and types. Stacks and stores linens on proper shelves. Keeps work areas clean, sanitized and otherwise free of debris and unsafe conditions. Services equipment by keeping it clean and safe by performing operator’s preventive maintenance. Reports all damage or problems with equipment to supervisor. Maintains inventories of detergents and cleaning solutions required for laundry. May prepare requests to replenish supplies sufficiently in advance to ensure adequate stock is always on hand. May assist supervisor with inventories of linen rooms. Maintains up-dated files on Material Safety Data Sheets on all chemicals and hazardous materials used. Delivers cleaning supplies, linens and other equipment to housekeepers in other buildings. Picks up dirty linen from other areas.

Cleans lobby and front entrances by sweeping, mopping, buffing and vacuuming floors, carpets, shampoo carpets, runners and mats. Cleans glass areas of doors and ensures fingerprints and/or smudges around handles and knob areas are clean and polished. Cleans public restrooms, ensuring all fixtures, dispensers and lights are stocked and in working condition. Removes waste from common areas including ashtrays and trash containers, replacing liners as needed. Dusts furniture, fixtures, lobby telephone; polishes drinking fountains; spot-clean walls and wall fixtures. Assists housekeepers in removing trash from building. Submits requisitions for cleaning supplies to supervisor as needed.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned

SKILLS AND KNOWLEDGE Skill to work independently and to determine what type of equipment is needed at each part of each sequence to process a variety of different fabrics. Skill to safely clean and remove stains from any type of fabric. Skill to identify defective or malfunctioning parts by visual inspection and from operational sound. Must be able to read and follow operating instructions on assigned equipment. Must be able to read and follow directions on labels affixed to chemicals, detergents and on Material Safety Data Sheets. Knowledge of operating a calculator to do simple mathematical computations.

RESPONSIBILITY: Routine work is performed with considerable independence using established methods and procedures. Work is periodically spot-checked by supervisor or higher graded employee. Follows manufacturers' instructions for use of machinery and methods of laundering various fabrics.

PHYSICAL EFFORT: Continuous standing, stooping, bending and walking. Constant movement of arms and hands. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

WORKING CONDITIONS: Environment is extremely noisy, hot and humid. Exposed to the possibility of bruises, strains, sprains and skin irritations from use of cleaning solutions. Work is performed primarily indoors, however some duties may be required outside exposing personnel to varying types of weather.

GENERAL INFORMATION:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made. As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397 Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mcca.org