



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:	HOUSEKEEPER, NA-3		
ANNOUNCEMENT #:	701FL-BOQ	OPEN:	July 14, 2009
LOCATION:	BACHELOR HOUSING	CLOSE:	Open Continuous
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$9.62 per hour
TYPE OF APPOINTMENT:	Flexible, Non-Exempt	HOURS: Sun-Sat 0730-1800 ** Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES:

Cleans rooms, offices, storerooms, corridors and other areas. Uses various preparations to clean and maintain floor, wall and ceiling surfaces. Sweeps, vacuums, mops, scrubs and polishes floors. Operates powered equipment; clean and oils it; changes brushes and accessories. Dusts, waxes and polishes furniture. Empties ashtrays and wastebaskets. Washes walls, windows, ad blinds. Occasionally works on ladders and/or scaffolds to change replace Venetian blinds, wash walls, changes light bulbs, etc. Polishes door knobs and other metal fixtures. In times of base closure, position is considered essential personnel critical to the continuation of the operational functions. Keeps a stock of cleaning supplies on hand; notifies supervisor when more cleaning supplies are needed. Reports equipment malfunctions to supervisor. Moves furniture, fixtures and stock. May replace light bulbs as required. 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. Lifts and carries objects up to 50 lbs independently and objects over 50 lbs with assistance. Performs other related duties as assigned.

QUALIFICATIONS REQUIREMENTS:

Grammar school education. No previous experience required. Ability to follow simple oral and written instructions; ability to work alone; knowledge of proper uses of variety of special cleaning and sanitizing solutions; ability to make minor adjustments to powered cleaning equipment. An equivalent combination of education and experience may be substituted fro the qualifications above.

PHYSICAL DEMANDS: Continuous standing and walking is required in the performance of duties. Frequently bends, stretches, reaches, stoops, crouches, climbs and pushes or pulls. Lifts or carries objects weighing up to 50 pounds on occasion.

WORK ENVIRONMENT: Usually works indoors in areas normally having adequate heating, lighting and ventilation. Occasionally is exposed to skin irritation from strong cleaning solutions. May be subject to serious injuries from falls from ladders or scaffolds.

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 MCCS 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 (MCCS) may obtain a Criminal Record Check and/or an investigative Consumer Report.

MCCS is a Drug-free workplace. The use of illegal drugs by MCCS 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.

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

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCS Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397 correspondence must be received by 4:00 p.m. on the closing date of this announcement. Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mccs.org

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*