



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
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 E-MAIL: Quantico.vacancies@usmc-mccs.org
 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	CUSTODIAL WORKER, NA-3		
ANNOUNCEMENT #:	17-09MFS	OPEN:	September 11, 2009
LOCATION:	CHILD DEVELOPMENT CENTER	CLOSE:	November 9 , 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$9.62/hr
TYPE OF APPOINTMENT:	Regular Part-time, NON-EXEMPT	HOURS: MONDAY-FRIDAY, 0830-1700 30hrs a week ** Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required	<input checked="" type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

SUMMARY OF DUTIES: Responsible for a variety of duties that require heavy physical effort to include operating heavy powered equipment. Responsible for custodial maintenance and security of the assigned activity. Maintains the assigned area in a neat and orderly manner. Cleans and scrubs restrooms using proper chemicals for wash basins, ceramic tiles, mirrors, to include disinfecting and deodorizing toilets, sinks, replenishing soap towels, and toilet paper daily. Sets up and/or moves furniture and equipment as needed. Dusts all walls, furniture, shelves, fixtures, and cleans counter surfaces, etc. Washes windows and glass partitions. Wet mops, waxes, buffs floors, and sweeps daily. Replaces light bulbs, and makes minor repairs to equipment. Reports hazardous conditions, broken, lost or stolen equipment to supervisor. Inventories supplies and notifies supervisor when ordering is 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.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE: Must have the ability to follow oral and written instructions. Must have the ability to work safely while moving lightweight objects. Must have the ability to use power equipment and perform minor maintenance in this equipment. Must be able to recognize hazardous materials and wastes in regard to chemical cleaning compounds and solutions.

RESPONSIBILITY: Works with specific oral and written instructions. Responsible for exercising continual care with tools and equipment used. Worker may complete routine duties involving distinct tasks or steps independently.

PHYSICAL EFFORT: Exerts moderately heavy physical effort in controlling heavy equipment, carrying, setting, and working on ladders and scaffolds. Prolonged standing, stooping, bending, kneeling and working in tiring and uncomfortable positions. Lifts and carries supplies and materials. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

WORKING CONDITIONS: The majority of work is performed indoors, in areas, which normally have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors. Exposed to minor injuries.

GENERAL INFORMATION:

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. 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. 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> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. 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.

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. 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-mcca.org

POSITIONS ARE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD