

JOB OPPORTUNITY
NON-APPROPRIATE FUND (NAF) POSITION

ANNOUNCEMENT NO: MWR 014/2017

SALARY: \$8.65 PER HOUR

POSITION: CUSTODIAL WORKER/HOUSEKEEPER-FLEX- NA 3566-02-STEP 2
0-29 HRS PER WEEK

OPEN DATE: 19JAN17

CLOSING DATE: CONTINUOUS

LOCATION: NAVY GATEWAY INNS & SUITES/NAS KINGSVILLE/KINGSVILLE, TX

AREA OF CONSIDERATION: ALL SOURCES

INTRODUCTION: This position is located at the Navy Gateway Inns & Suites operation at Naval Air Station Kingsville, Kingsville, TX. The purpose of this position is to provide adequate and timely housekeeping services to guests.

DUTIES: Ensures guest privacy is maintained at all times. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities. Provide assistance in handling customer complaints, involving management as necessary. Performs daily housekeeping duties as required, which includes, but is not limited to: dusting/polishing furniture; trash removal; vacuuming and/or sweeping floors; cleaning/sanitizing bathrooms and kitchen areas (to include all sinks, showers, tubs, toilets, floors, microwaves, refrigerators, ovens, cook-tops, counters, cupboards); making beds and removing/changing bedding; restocking amenities, bed and bath linens, and other guest room supplies; checking condition of room assets and reporting problems to supervisor or designated representative; and responding to guest requests and communications. Changes bed linen at least weekly, in response to guest requests, and upon checkout. Upon checkout, completes all daily cleaning duties; removes and/or replaces all bed linens, bath linens, and waste basket liners; and ensures room is ready for occupancy by a new guest.

KNOWLEDGE REQUIRED BY THE POSITION: Able to apply general knowledge of cleaning procedures and proper use of cleaning equipment and approved, commonly used chemicals and adherence to basic safety policies is required. Must be able to communicate clearly and effectively in English both verbally and in writing with management, staff and guests.

PHYSICAL DEMANDS: This position is required to do considerable standing, bending, walking, pushing, pulling, and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing up to 45 pounds is required.

Assisted lifting, moving and carrying in excess of 45 pounds may be required. May be required to climb/descend stairs and properly placed stepladders.

As a condition of employment, the selectee will be required to participate in the direct deposit/electronic fund transfer.

HOW TO APPLY: Submit applications/resume to: Attention: NAF MWR Personnel, KNGV_MWRPERS@NAVY.MIL OR mail to: NAF Personnel, 601 Nimitz Avenue, Kingsville, Texas 78363. Website for applications and job announcements: www.navymwrkingsville.com

CONDITION OF EMPLOYMENT: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 30 days of employment.

We participate in the E-Verify System.

Must pass a favorable NACI (National Agency with Written Inquiries).

THE DEPARTMENT OF THE NAVY IS AN EQUAL 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 MERIT FACTOR.