

**NONAPPROPRIATED FUND POSITION
MORALE WELFARE AND RECREATION DEPT.
NEWPORT, RHODE ISLAND 02841
MERIT PROMOTION PROGRAM
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: HOUSEKEEPING AID
NA-3566-02-05

ANNOUNCEMENT NO. NAVSTA NPT 006-04

DATE OPENED: 5 MARCH 2004

CLOSING DATE: OPEN UNTIL FILLED

LOCATION: COMBINED BACHELOR QUARTERS
NAVAL STATION NEWPORT
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

NOTE: CATEGORY OF EMPLOYMENT: FLEXIBLE (0-40 HOURS)

DUTIES: INCUMBENT IS RESPONSIBLE FOR CLEANING OF TRANSIENT ROOMS. WILL BE REQUIRED TO DUST ALL FURNITURE, EMPTY AND CLEAN ALL ASHTRAYS, EMPTY ALL WASTEPAPER BASKETS AND REPLACE WITH TRASH BAG LINERS, VACUUM CARPETS AND SPOT CLEAN AS NECESSARY USING HEAVY INDUSTRIAL TYPE VACUUM CLEANER. ON A WEEKLY BASIS WILL CHANGE LINENS AND POLISH ALL FURNITURE. ON A MONTHLY BASIS WILL STRIP AND WAX FLOORS USING CLEANERS AND HEAVY INDUSTRIAL TYPE SCRUBBERS AND BUFFERS. UPON CHECK OUT OF RESIDENT, WILL DEFROST REFRIGERATORS AND CLEAN. WILL CHECK ROOMS FOR ARTICLES LEFT BEHIND BY GUESTS AND TURN INTO THE BOQ/BEQ SUPERVISOR. REPORTS TO SUPERVISOR ANY DAMAGE OR PILFERAGE OF CONTENTS IN GUEST ROOMS. AS NEEDED WILL CLEAN ALL WINDOWS, WINDOWSILLS, VENETIAN BLINDS, LEDGES AND DUST OFF TOP OF HEATING UNITS. WILL BE REQUIRED TO WORK WEEKENDS.

QUALIFICATIONS: HIGH SCHOOL GRADUATE PREFERRED BUT NOT REQUIRED. WILL TRAIN ON THE JOB. SHOULD HAVE KNOWLEDGE OF INDUSTRIAL MAINTENANCE MACHINERY AND CLEANING AGENTS. REQUIRES PHYSICAL ABILITY TO HANDLE AND CONTROL HEAVY CLEANING EQUIPMENT AND MOVE FURNITURE WEIGHING IN EXCESS OF 40 POUNDS.

MILITARY SPOUSE EMPLOYMENT PREFERENCE: BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

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 FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN MWR FOR PAY OF PERSONNEL.