



**NON APPROPRIATED FUNDS (NAF)  
JOB OPPORTUNITY**



**ANNOUNCEMENT NUMBER: MWR 22-2020**

**OPENING DATE:** February 07, 2020

**CLOSING DATE:** February 20, 2020

**POSITION:** Housekeeper, NA 3566 02, NGIS, 2 (two) positions

**SALARY:** \$9.32 per hour

**EMPLOYMENT CATEGORY:** Regular Fulltime - Must be able to work days, nights, weekends and holidays as required.

**LOCATION OF POSITION:** Navy Gateway Inns and Suites, NAS Jacksonville, FL

**AREA OF CONSIDERATION:** Local Commute Area

**JOB SUMMARY:** This position is located at the Navy Gateway Inns & Suites operation at NAS Jacksonville. The purpose of this position is to oversee daily housekeeping and custodial operations for the lodging program.

**MAJOR DUTIES:**

Ensures security of all guests is maintained at all times. 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; and provide information about local attractions. 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. 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. Counts and sorts linen removed from individual rooms, along with clean linen issued during assigned shift. Prepares linen in/out report daily and gives it to supervisor, ensuring any missing linen is reported. Promptly informs supervisor of missing, malfunctioning or damaged items in rooms and/or common areas so the items can be repaired. Also notifies supervisor of any valuables (e.g. large amounts of cash or jewelry) left out in the open by guests before cleaning the room. Performs deep cleaning as required. Deep cleaning may include defrosting the refrigerator, cleaning windows (inside and out), replacing and/or cleaning drapes, moving furniture and cleaning normally hidden areas, carpet cleaning (shampoo and/or spot treatment, cleaning walls/woodwork, and other such tasks. Performs other related duties as assigned.



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**KNOWLEDGE AND SKILLS REQUIRED:** A general knowledge of commercial cleaning/housekeeping procedures, related equipment, commonly used chemicals and basic safety is required. Must be able to work independently under general supervision. Must be able to lift up to 45 pounds.

**NOTE:** Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date. For positions requiring travel more than twice per year, selectee will be required to obtain and maintain in good standing a Government-issued Travel Card for official government travel purposes.

The Department of the Navy is an Equal Opportunity Employer where employees are respected and valued. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF HR Office. The decision on granting reasonable accommodations will be on a case by basis.

**HOW TO APPLY:** All interested applicants should submit an application OR resume as well as the Declaration of Federal Employment (OF 306) ([http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)) in one of the following ways:

**BY FAX TO:** (904) 542-3424

**SUBMIT VIA EMAIL TO:** [JAXS\\_NAS\\_MWRJOBAPPS@NAVY.MIL](mailto:JAXS_NAS_MWRJOBAPPS@NAVY.MIL)

NAF Application form and Request for Military Spouse Preference form can be picked up at the MWR Personnel Office or can be downloaded from [navymwrjacksonville.com](http://navymwrjacksonville.com) under the "Jobs" tab.

**EMPLOYMENT PREFERENCE:** If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position as applicant still must be highly qualified with the knowledge, skills, and educational requirements of each submittal.

\*If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

\*If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

\*If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

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\*If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

\*Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

**SPOUSAL PREFERENCE:** Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position.

To prove eligibility, you must submit the following with your resume/application:

-Request for Military Spouse Preference form

-Copy of spouses' orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.

-A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.

Where a first cut-off date is indicated, a selection may be made from the resumes/applications received as of the specified first cut-off date. Completed applications (resume, supporting documentation, etc.) must be received by 11:59pm Eastern Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed.

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### **CONDITIONS OF EMPLOYMENT**

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements.

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