

NF-3 & ABOVE VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

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|--|--|---|-------------------|
| POSITION: | LODGE MANAGER (FRONT DESK) | | |
| SALARY: | \$40,000-\$45,000 Per Annum (Salary commensurate w/exp) | SERIES NUMBER: | NF-1101-03 |
| ANNOUNCEMENT #: | 0003-10 | OPEN DATE: | 01/08/2010 |
| LOCATION: | Lodging Facility | FIRST CUT OFF DATE: | 01/18/2010 |
| AREA OF CONSIDERATION: | All Sources | HOURS: Sun – Sat 24 Hours / 7 Days a Week Holidays/Weekdays/Weekend **Hours subject to change based on business requirements** | |
| <input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report | <input type="checkbox"/> Health Card Required | <input type="checkbox"/> Valid Drivers License Required | |
| <input checked="" type="checkbox"/> Minimum Age Requirement 18 | <input type="checkbox"/> Minimum Age 21 Required | <input checked="" type="checkbox"/> Resume / Cover Letter Required | |
| <input type="checkbox"/> Pre-Employment Drug Test Required | <input checked="" type="checkbox"/> COLA Included in Salary (subject to change) | <input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX | |

DUTIES: Responsible for operational control of the Temporary Lodging Facility and the Temporary Storage Facility. Responsible for the front office, housekeeping and reservation functions. Ensures delivery of quality guest service and maintains the required level of profitability. Organizes work and manages internal resources to ensure maximum productivity and economics. Participates in developing budgets, inventories, cost controls, and related records and reports. Either directly or indirectly, through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Marine Corps Equal Employment Opportunity policy, and ensures compliance with fire, safety, security, sanitation and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A minimum of three (3) years of experience in a motel / hotel front desk operations management. A Certified Hotel Administrator designation preferred. Ability to supervise employees accomplishing work. Ability to establish and maintain effective working relationship with subordinates, officials and others. Ability to communicate professionally in a verbal or written manner. Knowledge of NAF (Non-Appropriated Funds) polices and procedures preferred. This is a mixed position where the incumbent must be able to lift and carry up to 45lbs independently and objects over 45lbs with assistance.

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover Letter to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com. **APPLICATIONS RECEIVED BY 01/18/2010 WILL BE GIVEN FIRST CONSIDERATION.** Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: 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.