

VACANCY ANNOUNCEMENT

MARINE CORPS BASE HAWAII



MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	STORE WORKER		
SALARY:	\$11.05 Per Hour	SERIES NUMBER:	NA-6914-02
ANNOUNCEMENT #:	0012-10	OPEN DATE:	01/08/2010
LOCATION:	Business Operation – Exchange Annex	FIRST CUT OFF DATE:	01/15/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Days, Nights, Weekends, Holidays **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Salary to be increased by COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input checked="" type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Performs a variety of tasks related to stocking merchandise for selection by customers. Required to observe and project the amount of merchandise needed to maintain stock levels. Typically, this includes refilling stock on shelves and display counters; marking proper selling price on a variety of different kinds and sizes of items; moving old stock, rotating stock by stamped date code; assisting in inventories by counting stock on hand; and answering customers questions concerning where items are in the store. Dust shelves and maintain general cleanliness of area. May load/unload heavy boxes (about 50 lbs), bulky supplies, etc.; and opens containers using hand tools. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Acquires and uses knowledge of the locations of stocked items and how they should be displayed and stocks properly rotated. Walks, stands, bends, or stoops and moves arms in filling shelves and counters. Lifts or moves light to heavy boxes or crates frequently weighing up to 50 pounds and occasionally over 50 pounds. Work is performed in well-lighted areas and maintained at a comfortable temperature however; aisles are often crowded with customers. There is danger of minor injuries such as cuts, scrapes, and bruises. *Flexible appointments made under this announcement may become regular full or part time without further competition.*

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **01/15/2010** WILL BE GIVEN FIRST CONSIDERATION. Position to remain open until filled. Failure to address these requirements or fully complete application will preclude consideration.

WHAT TO FILE: An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com.

CURRENT MCCS HAWAII EMPLOYEES: Submit APPLICATION FORM NAF 0910 FORM P-455. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration.

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, age or handicap condition. Applicants who meet the qualifications will be evaluated.

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 the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

NO FEAR ACT: MCCS does not retaliate against an employee or applicant for making a protected disclosure. 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.