

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:	DESK CLERK / LODGE ASSISTANT		
SALARY:	\$10.60 Per Hour	SERIES NUMBER:	NF-1176-02
ANNOUNCEMENT #:	0023-10	OPEN DATE:	01/28/2010
LOCATION:	Five Palms/Billeting Fund	FIRST CUT OFF DATE:	02/04/2010
AREA OF CONSIDERATION:	All Sources	HOURS: 7:00am-10:30pm; Sat, Sun, & Holidays Only **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 25% COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input checked="" type="checkbox"/> Minimum Age Requirement 18	<input 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: Carries out various responsibilities in the operation of the Recreational Housing/Temporary Lodging Facility front desk functions, typically acting in charge during assigned shift (evening, weekend, etc.). Maintains records of occupied accommodations. Calculates and posts all charges to patrons accounts and balances totals with control records. Presents statements to departing patrons and receives payment. Supervises the housekeeping service on weekends and prepares service rosters, scheduling areas of coverage for assigned housekeepers. Prepares necessary work orders, COD's, during assigned shift. Maintains registration log of requests for reservations, and responds to inquiries of availability. Reports necessary repairs to trouble desk, scheduling pest control, repairs, and contractor cleaning of rugs, etc., as required. Completes housekeeping reports. Ensures patrons are oriented on requirements of facilities. Registers guests and assigns rooms. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Must possess demonstrated knowledge and experience to accomplish responsible "front desk" operations in handling requests for reservations; have basic knowledge of business mathematics with experience in cash handling, operating a cash register, and computing charges. Must become familiar with and have understanding of MCCS recreational and temporary lodging requirements, policies, and regulations. Must be able to deal congenially and tactfully with others, and have the ability to operate a personal computer. Minimum of one-year experience.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/04/2010** WILL BE GIVEN FIRST CONSIDERATION. Position to remain open until filled. 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. **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.

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.

CONDITIONS OF EMPLOYMENT: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of 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.