

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:	HOUSEKEEPER		
SALARY:	\$11.05 Per Hour	SERIES NUMBER:	NA-3566-02
ANNOUNCEMENT #:	0031-10	OPEN DATE:	02/01/2010
LOCATION:	KLIPPER GOLF VILLAS	FIRST CUT OFF DATE:	02/08/2010
AREA OF CONSIDERATION:	All Sources	HOURS: 6:00am – 6:00pm Sun-Sat including 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 25% COLA (Subject to change)	<input checked="" 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 checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Makes beds, changes sheets, towels, and other linens. Thoroughly cleans guest rooms to include dusting, waxing and polishing furniture, sweeping floor, vacuuming and shampooing rugs, emptying ashtrays and wastebaskets and sanitizing lavatories. Uses a ladder to wash walls and windows and dusts drapes and blinds. Turns mattresses, sanitizes all fixtures and bedding with disinfectant and services each room daily with soap, cups, coffee, etc. Reports missing or broken articles to supervisor. Occasionally scrubs, strips, waxes, and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Washes and replaces Venetian blinds. Washes ceiling fixtures and moves heavy furniture. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Knowledge of proper care and maintenance of carpets and furniture. Ability to handle and control heavy powered equipment. Knowledge of proper uses of a variety of special cleaning and sanitizing solutions and ability to remove different kinds of stains from a wide variety of surfaces. Ability to read and understand directions on labels and printed instructions. Ability to lift/move objects weighing up to 50 lbs.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/08/2010** WILL BE GIVEN FIRST 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.

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.

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.