

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:	CUSTODIAL WORKER		
SALARY:	\$11.05 per hour	SERIES NUMBER:	NA-3566-02
ANNOUNCEMENT #:	0061-10	OPEN DATE:	03/02/2010
LOCATION:	LOGISTICS	FIRST CUT OFF DATE:	03/09/2010
AREA OF CONSIDERATION:	All Sources	HOURS: SUNDAY – SATURDAY 8:00AM – 11:30PM Including weekends and 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 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: Scrubs, strips, waxes and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Vacuum cleans rugs, using heavy (industrial-type) vacuum cleaner. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers and other attachments on them. Washes and replaces venetian blinds, changes light bulbs and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies and equipment. Keeps rest rooms in clean, orderly, and sanitary condition. Cleans, disinfects and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Maintains a stock of cleaning materials and equipment and notifies supervisor when more are needed. May assist food service personnel with kitchen cleanup. Performs other related duties as required.

QUALIFICATION REQUIREMENTS: Knowledge and skill sufficient to read signs, follow simple oral and written instructions. Ability to work safely while moving lightweight objects. Ability to use powered equipment and perform minor maintenance on this equipment. Ability to learn Material Safety Data Sheets. Must be able to lift/carry objects weighing up to 50 lbs.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **03/09/2010** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

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.

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.