

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII  
 MCCS Personnel Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax 808-254-4888

<b>POSITION:</b>	<b>HOUSEKEEPER</b>		
<b>SALARY:</b>	<b>\$11.25 PER HOUR</b>	<b>SERIES NUMBER:</b>	<b>NA-3566-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0018-12</b>	<b>OPEN DATE:</b>	<b>01/09/2012</b>
<b>LOCATION:</b>	<b>Temporary Lodging Facility</b>	<b>CLOSING DATE:</b>	<b>OPEN CONTINUOUS</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sunday-Saturday 6:00 am - 8:00 pm</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input checked="" type="checkbox"/> <b>Valid Driver's License Required</b>	
<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input checked="" type="checkbox"/> <b>FLEX</b>	

**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:** Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Or, via email at [mccshawaiiapps@usmc-mccs.org](mailto:mccshawaiiapps@usmc-mccs.org). Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies

**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*) or at [http://www.mccshawaii.com/jobs\\_listings.shtml](http://www.mccshawaii.com/jobs_listings.shtml). A copy of sponsor's Permanent Change of Station (PCS) orders must also be included.

**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.