

# VACANCY ANNOUNCEMENT



\*\*\*AMENDED 02/16/2012

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>CUSTODIAL WORKER</b>		
<b>SALARY:</b>	<b>\$ 11.25 PER HOUR</b>	<b>SERIES NUMBER:</b>	<b>NA-3566-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0023-12</b>	<b>OPEN DATE:</b>	<b>01/10/2012</b>
<b>LOCATION:</b>	<b>YOUTH ACTIVITIES</b>	<b>CLOSING DATE:</b>	<b>02/23/2012</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Monday - Saturday 5:30am-10:00pm</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 checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**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:** 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.

**APPLICATIONS MUST BE RECEIVED BY 4:30 pm HST on 02/23/2012 TO BE CONSIDERED.**

**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.