

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. NAVFAC 4		
2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		8. OPM Certification No.	
Explanation (Show any positions replaced) Standard Position Description REPLACES 01-022A		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CN)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use NAF POSITION	
18. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		CUSTODIAL WORKER (HOUSEKEEPING)			NA	3566	02	AB	1/9/03
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
18. Organizational Title of Position (If different from official title) HOUSEKEEPER					17. Name of Employee (If vacant, specify)				
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY					c. Third Subdivision				
a. First Subdivision					d. Fourth Subdivision				
b. Second Subdivision					e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the					knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature					Signature				
Date					Date				
					ANNE-MARIE JONES				
					<i>Anne Marie Jones</i>				
					11/7/03				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position				
Typed Name and Title of Official Taking Action					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER									
Signature					Date				
<i>E. Lanier-Ballenger</i>					1/9/03				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities (See Attached)									
NSN 7540-00-834-4285 Previous Edition Usable 5008-108									
OF 8 (Rev. 1-83) U.S. Office of Personnel Management FPM Chapter 235									

PD NBR: NAVFAC 4

CLASSIFICATION: CUSTODIAL WORKER (HOUSEKEEPING) NA-3566-02
ORG TITLE: HOUSEKEEPER NA-3566-02

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to provide adequate and timely housekeeping services to patrons to ensure their comfort during their stay.

MAJOR DUTIES

On a daily basis dusts, waxes/polishes furniture; empties ashtrays (if applicable)/wastebaskets and makes bed. Cleans, sanitizes, and/or deodorizes bathrooms (including sinks, showers, floors, toilets) ensuring bathrooms are properly restocked with supplies, amenities and towels. Sweeps, dry mops, washes and polishes floors using brooms, mops, and commercial vacuum cleaners. Clean/sanitize kitchen area, wash kitchen utensils and restock beverage kits. Changes bed linen on a weekly basis unless guest checks out. Upon checkout, completes all daily duties and replaces all bed linens, bath linens, trash liners, ice bucket liner, defrosts refrigerator, cleans sills, mirrors and ensures room is ready for occupancy.

On a daily basis, counts and sorts linen removed from individual rooms, along with clean linen issued during assigned shift. Prepares linen in/out report daily and gives it to supervisor, ensuring any missing linen is reported. Completes room status report providing status of all assigned rooms (vacant, ready, checkout, occupied) and turns in report at end of each day.

Informs supervisor immediately of any missing, malfunctioning or damaged items in rooms, common areas or any valuables left out in the open by guests. In vacant rooms, properly bag and tag all valuable "lost and found" items with room number and provide bag to the supervisor.

Performs deep cleaning on an as required basis. Deep cleaning may include cleaning windows, replacing drapes, moving furniture, carpet shampooing, and/or spot removal, cleaning walls/woodwork.

Consistently monitors these areas for problems, unreported vacancies, unusual activity, illegal substances in rooms,

inappropriate cooking items and anything else in violation of local policy. Reports all improper activity to the supervisor immediately.

Handles guest and/or staff suggestions and complaints, resolving problems in a tactful and diplomatic manner, referring difficult and/or unusual situations to the supervisor.

Informs leader or supervisor when additional cleaning materials, amenities and/or equipment is needed or needs to be replaced.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE

A general knowledge of cleaning procedures, cleaning equipment, commonly used chemicals (including MSDS) and basic safety is required.

Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must have the ability to do the work with normal supervision.

RESPONSIBILITY

The incumbent performs duties under the direct supervision of the Housekeeping Leader or Housekeeping Supervisor who assigns work, approves leave and evaluates performance of the incumbent. Work is spot-checked on a daily basis via documented room inspection reports. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

PHYSICAL EFFORT

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighting up to 45 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

WORKING CONDITIONS

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Some facilities will require exposure to outdoors, as access to rooms is from the outside, resulting in exposure to weather conditions. The incumbent is exposed to dirt, disagreeable odors and skin/eye irritants from strong cleaning solutions used in stripping floors and household cleaners. Personal Protective Equipment (PPE) is provided, used and if issued, worn appropriately.

SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.

The incumbent is expected to work towards and obtain certification in housekeeping.