

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>					1. Agency Position No. NAVFAC 5		
2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station	
Explanation (Show only positions replaced) Standard Position Description		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		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	
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Id: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
						13. Competitive Level Code	
						14. Agency Use NAF POSITION	
15. 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 LEADER (Housekeeping)		NL	3566	02	elb 1/9/03
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title) HOUSEKEEPING LEADER				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 _____ Date _____				ANNE-MARIE JONES Signature <i>Anne Marie Jones</i> Date <i>1/7/03</i>			
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 E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER				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.			
Signature <i>E. Lanier-Ballenger</i> Date <i>1/9/03</i>							
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks							
25. Description of Major Duties and Responsibilities (See Attached)							

PD NBR: NAVFAC 5

CLASSIFICATION: CUSTODIAL WORKER LEADER (HOUSEKEEPING)

NF-3566-02

ORG TITLE: HOUSEKEEPING LEADER NL-3566-02

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to assist the housekeeping supervisor in providing adequate and timely services to guests.

MAJOR DUTIES

Serves as leader to three or more housekeepers NA-3566-02.

Relays instruction received from the housekeeping supervisor and ensures work is carried out in compliance with housekeeping and facility standard procedures.

Utilizes the housekeeping report to determine work assignments for housekeepers and ensures daily housekeeping reports are properly filled out by each housekeeper at the end of each shift, and forwards reports to the housekeeping supervisor.

Inspects assigned areas on a continual basis. 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.

Demonstrates proper work methods, inspects work in progress and completion rooms to ensure that all instructions, procedures and deadlines have been met. Reports the status of work in progress and any causes for delay to the supervisor.

Determines what cleaning supplies, amenities, materials or equipment that will be needed by the housekeeping staff and ensures items are available when required. Ensures equipment is properly maintained, stored and accounted for.

Assists in full implementation and training of all safety, fire prevention, MSDS and environmental/industrial hygiene requirements. Ensures housekeepers are furnished with

appropriate personal protective equipment (PPE) and are instructed on proper use.

Investigates and prepares reports for staff mishaps/accidents. Forwards completed package to the immediate supervisor in a timely manner.

Responsible for noting any deficiencies and promptly reporting them to the supervisor for corrective action. 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.

Assists with the regular housekeeping duties including but not limited to dusting, emptying waste baskets, cleaning/sanitizing bathrooms/kitchens, vacuuming, sweeping, making beds, cleaning windows/walls, changing linen and replenishing amenities. Performs deep cleaning on an as required basis.

Evaluates performance, recommends awards and/or corrective/disciplinary actions. Ensures all leave requests are in writing and approves/disapproves in a timely manner. Interview and recommend applicants for selection or promotion.

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.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE

Two years housekeeping experience is strongly preferred. Must possess the ability to instruct and to perform the work with normal supervision. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must possess knowledge of VQ housekeeping and facility policies and standards; use and care of cleaning solutions; and safety, environmental and fire prevention regulations and practices.

Must have the ability to work independently and lead a small staff of housekeepers.

RESPONSIBILITY

The incumbent performs duties under the direct supervision of the Housekeeping Supervisor who assigns work, approves leave and evaluates performance of the incumbent. 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 is available for unusual problems or unprecedented situations.

PHYSICAL EFFORT

The Leader 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.