

POSITION DESCRIPTION (Please Read Instructions on the Back) FD-03062

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard Position Description		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. NAVFAC 259	
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 Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		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		13. Competitive Level Code		14. Agency Use NAF POS		15. Classified/Graded by		Initials Date	

a. Office of Personnel Management	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
b. Department, Agency or Establishment						
c. Second Level Review	CUSTODIAL WORKER	NA	3566	02	dlb	4-17-03
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title):
LINEN CLERK

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.

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)
ANNE-MARIE JONES

Signature	Date	Signature	Date
		<i>Anne-Marie Jones</i>	3/18/03

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
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIE

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	Date										
<i>E. Lanier-Ballenger</i>	4-17-03										
23. Position Review	Initials	Date									
a. Employee (optional)											
b. Supervisor											
c. Classifier											

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 9

CLASSIFICATION: CUSTODIAL WORKER NA-3566-02

ORG TITLE: LINEN CLERK

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to provide housekeeping and linen support in transient quarters.

MAJOR DUTIES

Receives, issues, and inventories linen for the transient quarters. Details of the task include:

Receiving linen and supply requests from the Housekeeping Supervisor or Lead.

Counting linen and filling supply requests with the Supply Clerk.

Delivering linen and supplies to housekeepers.

Receiving and counting dirty and unused linen from individual housekeepers in the assigned buildings.

Returning dirty and unused linen with notation for any discrepancies in linen count.

Perform cleaning on common areas in any transient quarters, when needed, as determined by your supervisor. To include but not limited to:

Remove all garbage and debris from common area spaces, inside and outside.

Sweep and mop all stairwells daily. Clean all walls and light fixtures in stairwells daily.

Vacuum all hallways and common areas that are carpeted.

Sweep and mop any other common areas that are tiled.

Wipe down and remove marks from all walls in common areas as needed.

Perform other custodial tasks as directed by your supervisor. Duties and tasks are assigned to meet the needs or requirements for carrying out the mission of the facility.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE

Must possess basic math and reading skills. Must be able to use a calculator and software programs (spreadsheets, work processing) designed to track linen inventory.

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 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 weighing up to 50 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 is provided, and if issued, worn appropriately.

SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays.

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.

In order to verify medical ability to perform duties of the position, a complete military medical facility may be required.

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