

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO: 12-011

POSITION TITLE: Custodial Worker Supervisor, NS-03
Regular Full-Time w/Benefits

SALARY: \$10.12 per hour

LOCATION: Andersen Gateway Inns & Suites
Andersen Air Force Base, Guam

RELOCATION EXPENSES: Not Authorized

AREA OF CONSIDERATION: Open to All

OPEN DATE: 20 January 2012

CLOSING DATE: Open until filled

FIRST CUT-OFF: 27 January 2012

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INTRODUCTION: This position is located at the Andersen Gateway Inns and Suites, Andersen Air Force Base, Guam.

MAJOR DUTIES AND RESPONSIBILITIES: This position is for Lodging operations with 175 to 799 rooms. The primary purpose of this position is to assist in planning, organizing, conducting, and managing a medium to large-expanded housekeeping program. Indirectly supervises a work force of custodial workers and laborers through subordinate supervisors. Formulates, implements, coordinates and controls a comprehensive lodging housekeeping program. Assists in determining long-range, intermediate, and short-range program goals and policies independently or jointly with higher management. Accountable for the quantity and quality of work performed by assigned employees to include: hires, promotes, motivates, disciplines, and separates employees. Assist in establishing personnel management policies for the housekeeping operation in line with the personnel policies. Responsible for maintaining documentation to prepare as needed budget information on information such as, housekeeping personnel expenses, cleaning supplies, and resale sundry stock. Develops and maintains standards for cleanliness and sanitation. Monitors performance based recognition and internal special lodging awards programs for the housekeeping staff. As required, may clean and restock lodging facilities and related areas. Performs other related duties as assigned.

QUALIFICATIONS: Knowledge of management, methods and techniques; ability to delegate work; technical expertise in lodging housekeeping operation and program management; ability to develop procedures which mesh the specific goals of the housekeeping program with the broad overall goals of the lodging operation; ability to work with other managers to coordinate respective programs; ability to analyze problems and make decisions considering a wide range of factors and requirements; ability to communicate effectively, justifying program goals and plans, and motivating employees; knowledge of applicable rules and regulations in areas such as budget, personnel, and labor relations, and ability to develop operating procedures implementing these requirements; knowledge of housekeeping methods and techniques; knowledge of various floor, wall, and ceiling covering materials, and developments concerning new cleaning agents, techniques, and equipment. Must be able to communicate orally and in writing. Must be able to satisfactorily complete a National Agency Check with Inquiries. (NACI).

HOW TO APPLY: Open to all interested applicants. Submit NAF Employment Application or resume AND Declaration for Federal Employment (OF 306) to NAF Human Resources Office, Bldg 203 Halsey Drive, Nimitz Hill, Piti or storefront office in Bldg 23008, Andersen Air Force Base. Current NAF employees may apply by submitting an "Internal Application" (NAFHRO FM-01) to the NAF Human Resources Office. Applications may also be submitted via email to M-GU-CNRM-NAFHRO-N9@fe.navy.mil. We reserve the right to close this position without further announcement. **All applications MUST be submitted to the NAF Human Resources Office by closing date on the announcement in order to be considered.**

Application packages may be obtained via our webpage at www.36fss.com/naf.html or www.mwrguam.com/content.php?keyword=jobs.

For those claiming hiring preferences, please contact our office or visit our website for required documents:

Military Spouse Preference: Submit MSP form with sponsor's PCS orders.

Veteran Preference: Submit a DD-214, Member Copy 4.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call or email them to: to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: "Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek."