

NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-004

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: CUSTODIAL WORKER, NA-3566-01, \$6.14 PER HOUR
CUSTODIAL WORKER, NA-3566-02, \$6.56 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

SUMMARY OF DUTIES: Sweeps floors, hallways, corridors, and stairways. Mops, scrubs, strips, waxes, and polishes floor surfaces using heavy duty powered equipment. Performs necessary maintenance such as cleaning and oiling equipment. Operates heavy industrial type vacuum cleaner to clean rugs and drapes, using chemical and cleaning solutions, as required. Washes and cleans windows inside and outside, walls, and partitions, and cleans and replaces light fixtures, using ladders. Notes condition of the facilities and reports to supervisor or leader, broken windows, water leaks, clogged drains, and other conditions requiring maintenance service. In living quarters, makes beds and changes linens. Collects soiled linen and places same at pick-up point. Receives clean linen and delivers it where directed, using had truck if necessary. Dusts, waxes and polishes furniture; empties ash trays and waste baskets. Moves heavy furniture, boxes, and office equipment as required. Maintains stock of cleaning materials and implements required to perform assigned duties. Polices grounds, rakes leaves, picks up debris and trash from grounds and working areas and disposes it in designated containers. May perform such seasonal tasks such as application of salt or other ice control material to building entrances and shoveling snow from steps and walks in immediate vicinity of assigned building.

QUALIFICATIONS: Applicants must indicate how they acquired the knowledge, skill, and ability through experience, education, or training in the following job elements: (1) Ability to do the work of Custodial Worker without normal supervision; (2) Work practices (includes keeping things neat, clean, and in order following standard sanitation practices); (3) Ability to interpret instructions, specifications, etc. (i. e., operating manuals, directions in use of cleaning solutions)); (4) Ability to use and maintain tools and equipment; (5) Dexterity and safety practices. Applicants must have favorable results on pre-employment background checks.

- **The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.**
- **Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180 day period or their applications will be placed in the inactive files.**
- **Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.**
- **Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.**
- **All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).**
- **Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.**
- **As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.**
- **The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case to case basis.**



WHERE TO APPLY: Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

RELEASING AUTHORITY: HAROLD M. COX, JR.
NAF Human Resources Officer