

U.S. Department of
Homeland Security

United States
Coast Guard



UNITED STATES COAST GUARD VACANCY ANNOUNCEMENT NONAPPROPRIATED FUND

Nonappropriated Fund employment is considered Federal employment
but does not confer civil service status

OMB NO: 1625-0120
Expiration Date: 11/30/2017

Announcement #: 2016.301
Opening Date: 13 September 2016
Closing Date: Open Continuously
Position: Guesthouse Attendant
USCG Base Cape Cod Temporary Housing
Who May Apply: All Sources

Pay Plan/Series/Pay Band: NA-3502-03
Work Schedule: Intermittent (2-19 hrs/wk)
Salary: \$11.00

Location: Cape Cod, MA

DUTIES:

This position will ensure that public areas, guestrooms and laundry facilities are adequately cleaned on a daily basis. Employee must use good judgment and determination in performing the following: cleans the public areas, changes linen, makes beds, replaces towels, and other amenities. Empties all wastepaper baskets, dust furniture, cleans and defrost room refrigerators. Is responsible for daily washing, drying, folding, and storage of all towels, washcloths, and shower curtains, etc.; checks rooms for articles left behind by guests; puts these items in bags, labels with name, room number, date, and stores in the event the guest returns to retrieve the items; notes any damage or pilferage to public areas and guestrooms and reports to manager; Stocks housekeeping carts from storage and linen rooms with all supplies needed for each day; prepares and inventories soiled linen for pickup; replenishes linen rooms upon delivery of clean linen. Install cribs, port-a-cribs or roll-aways in guestrooms as needed. Responsible for keeping laundry rooms and public laundry facilities clean; wipes down washers/dryers and floors mopped and swept; sweep outside steps and pick up trash around building; stores and handles all cleaning products; Keeps manager informed of supply inventory to facilitate inventory control. Will be timekeeper for other Guesthouse attendants on duty. Performs other related duties as assigned.

Very heavy physical effort is required in frequently lifting and moving objects weighing over 50 lbs. Move objects with hand truck weighing 100 to 140 lbs. Work is performed inside and outside, under varying weather conditions. Is exposed to grease and dirt. Is exposed to possibility of cuts and bruises. Continuous standing, bending, walking stooping or lifting required.

QUALIFICATIONS REQUIRED:

Must have ability to follow instructions and work safely. Assignment requires a general knowledge of housekeeping, inspection, and industrial cleaning agents. Skill in utilizing industrial machines and chemicals associated with house cleaning is desired; must be Bilingual in Spanish and English.

OTHER ESSENTIAL INFORMATION:

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as the Standard method of payment for payroll and travel purposes.
- Males born after 12/31/59 and at least 18 years of age must be registered with the Selective Service System, unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S. Code 3378. Selectee will be required to provide a written statement regarding his registration status, unless he is exempted by this statute.
- Must satisfactorily complete a Federal Background check

HOW TO APPLY

You **MUST** submit a resume or any other written format of your choice which clearly identifies: (1) The announcement number, title and pay band of the job you are applying for, and, (2) Information such as full name; mailing address; country of citizenship (U.S. Citizenship required); highest Federal grade or NAF pay band held with job series, title, and dates held (if applicable); a statement requiring proof of veterans' preference by means of DD 214; education; and relevant work experience including start/end dates, supervisor's name and phone number, salary and title, series and grade if experience was with a nonappropriated fund instrumentality of the Federal government. You must also include a copy of your most recent performance appraisal if you are a current Federal or NAF employee. Applications may not be sent in franked Government envelopes; applications filed in this fashion will not receive consideration. If information is not complete, you may be excluded from consideration. To apply, please copy/paste or type the following link into your browser:

USCG Base Cape Cod Temporary Housing
Cape Cod, MA
<https://home.eease.adp.com/recruit/?id=15421181>

Equal Employment Opportunity: All candidates will be considered without regard to any non-merit factor such as race, color, religion, sexual orientation, national origin, age, disability, or marital status. Your application contains information subject to the Privacy Act (P.L. 93-579-5 U.S. Code 522a.). The information is used to determine qualifications for employment and is authorized under Title 5 of the U.S. Code, Sections 301, 1104, 1302, 2103, 3301, 3304, and Executive Order 997.