



## Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2015-09

**Opening Date:** 13 February 2015

**Closing Date:** Open Until Filled  
1<sup>st</sup> Cut Off: 27 February 2015

**Position:** Laundry Worker, NA-7304-02

**Salary:** \$8.54 per hour

**Employment Category:** Temporary Flexible, (0-40) hours per week with no benefits. NTE 9 months. NOTE: May require working nights, weekends and holiday hours. Night differential and holiday premium pay will be paid for hours worked.

**Location:** Navy Gateway Inns & Suites, Naval Submarine Base, Kings Bay, GA

**Area of consideration:** General Public and Military Spouse Preference Eligible

**Duties:** Sorts, washes and dries laundry in accordance with established instructions and/or as directed by the Leader/Supervisor. Operates commercial washers and dryers and irons paying special attention to detail while working with the laundry to prevent staining, over-bleaching or over-starching. Picks up and delivers laundry to various facilities. Inventories laundry to detect missing inventory. Keeps inventory, records damages and issues requests for replacement. Reads and follows written directions from manufacturer and/or supervisor. Cleans filters, equipment and notifies supervisor of any malfunctions. Maintains documentation of work performed on a daily and monthly basis. Performs all other related duties as assigned.

**Qualifications:**

- General knowledge of process, chemicals and equipment associated with laundry services.
- Ability to communicate clearly and effectively both verbally and in writing with management, staff, guests and customers.
- Must possess basic math skills and be able to interpret instructions.
- May be required to possess a valid state driver's license.

**Physical Demands and Work Environment:** Work requires considerable standing, bending, walking, pushing, pulling and climbing. Must have the ability to perform moderately strenuous physical labor such as unassisted lifting, moving and carrying of supplies and equipment weighing up to 45 pounds (up to 100 pounds with assistance). May be required to climb/descend stairs and properly placed stepladders. Work is primarily performed indoors.

**Basis of Review:** Applicants will be evaluated based on experience and qualifications described above and presented in written format.