

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70124	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVL – Lodging  Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE  CUSTODIAL WORKER LEADER Duty Title: Lead Housekeeper	4. CLASSIFICATION  NL-3566-01	5. CLASSIFIED BY  HQ AFPC/SVXHR	6. DATE  Updated 31 Aug 12
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Ability to lead 3 or more custodial workers to accomplish housekeeping assignments. Must have functional experience and demonstrated knowledge of facility/equipment in housekeeping and the ability to build teams and work with others. Must have experience and knowledge of housekeeping principles and practices. Must be able to plan, coordinate, and time sequence steps needed to meet time constraints of work assignments. Experience and knowledge must have been gained either in a military lodging program or commercial hotel/motel. Must be able to follow oral or written instructions and speak English. Must be physically able to frequently lift and empty wastebaskets; frequently push carts, weighing more than 100 pounds, loaded with dirty laundry or wastepaper; and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, bend, stoop, and reach for long periods of time. Employee must have a valid driver's license. Must be able to satisfactorily complete a pre-employment physical. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

Effectively plans sequence of work and workload distribution for work assignments among custodial staff to accomplish work in a timely manner. Consistently accomplishes tasks in a timely manner following instructions provided by supervisor. Ensures all custodial staff is trained, procedural violations are corrected in a timely manner and quality of work meets expectations. Advises supervisor of any housekeeping staff performance issues, as necessary. Maintains appropriate level of cleaning supplies and ensures that equipment is operational and available to accomplish the work. Accurately maintains automated room status database. Promptly informs supervisor of accidents and/or damages to supplies, or equipment, and of any observed unsafe practices and/or procedures in a timely manner according to established policies and procedures. Selects appropriate equipment to be used for each assigned task. Properly uses, cleans, and accounts for tools required to accomplish assigned duties. Consistently operates equipment in a safe manner, applying established safety regulations to minimize and avoid violations due to employee error or negligence. Strictly follows safety and security instructions. Consistently cleans tools and work environment as instructed. Uses and assures proper fit of required safety equipment and clothing.

TRAINING

Attends all formal and informal training applicable to this position deemed necessary by the supervisor. Must complete the web-based training selected for this position by the AF Lodging.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR	DATE
<i>Alana McClinton</i> Custodial Worker Supervisor	13 April 2017

<b>NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION</b>		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER 70124
3. ORGANIZATION LOCATION 61 FSS/FSVL – Lodging Los Angeles AFB, CA		4. POSITION TITLE CUSTODIAL WORKER LEADER Duty Title: Lead Housekeeper	
		5. CLASSIFICATION NL-3566-01	6. CLASSIFIED BY HQ AFPC/SVXHR
		7. DATE Updated 31 Aug 12	
8. DUTIES AND RESPONSIBILITIES			
I. INTRODUCTION: The function of the organization is to provide lodging to transient personnel and their families. The purpose of this position is to perform a variety of simple cleaning tasks associated with lodging operations.			
II. DUTIES AND RESPONSIBILITIES:			
1. As a working leader, performs the following duties: Distributes and balances workload among employees. Observes work in progress, production, adherence to quality and safety standards. Instructs and trains new employees. Elevates unresolved employee complaints or operational issues to supervisor. Provides input on performance, progress, and disciplinary problems. Reports all repair and maintenance requirements according to established policy. Reports all safety violations to immediate supervisor. Updates computer database with room status, occupancy, check-outs and reports on housekeeping area. Ensures adequate stock of cleaning materials and equipment required to do the work. Assists custodial worker in selecting and using cleaning agents safely and cost effectively and instructs them in planning sequence of work.			
2. Performs custodial worker duties as time permits or as assigned by supervisor. Cleans guest rooms, storerooms, corridors, stairways, facilities and other areas. Sweeps, dry mops, scrubs, waxes, and polishes floors using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Empties ashtrays and wastebaskets. Collects soiled linen and replaces with clean linen.			
3. Performs other related duties as assigned.			
III. CONTROLS OVER WORK: Work is assigned either written, orally, or through written work schedule from supervisor who provides only general instructions on work to be accomplished. Incumbent plans sequence of tasks and selects materials.			
IV. OTHER SIGNIFICANT FACTS:			
1. Skill and Knowledge: Ability to lead three or more workers to accomplish Lodging housekeeping assignments. Knowledge of housekeeping principles and characteristics of the lodging function. Ability to follow simple oral and written instructions. Ability to operate common cleaning tools and lightweight vacuum cleaners.			
2. Physical Effort: The work involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing carts, weighing more than 100 pounds, loaded with dirty laundry or wastepaper; occasionally lifting and carrying items weighing up to 20 pounds.			
3. Working Conditions: Usually works indoors in a well-lighted and heated facility, but may occasionally work outdoors. Exposed to dirt, disagreeable odors, and possibility of minor injuries (cuts and bruises).			
9. FLSA OVERTIME		10. EMPLOYMENT CATEGORIES OF IA'S	
EXEMPT	<input checked="" type="checkbox"/>	NONEXEMPT	
		REGULAR	TEMPORARY
		INTERMITTENT	
11. 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.		FT	FT
		PT	PT
		12. REAUDIT CERTIFICATION (Initials)	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		DATE	
<i>Alana McClester</i>		13 Apr 12 2017	
		SUPERVISOR	
		CLASSIFIER	

CLASSIFICATION STANDARD USED: *Job Grading Standard for Custodial Worker, WG-3566, TS-2, Sep 1968.*  
*Job Grading Standard for Leader WL/NL, TS-39, Jan 1980*

1. Series Determination: The primary purpose of the position is to perform work associated with the cleaning and maintenance of transient lodging facilities. The incumbent typically performs cleaning and custodial duties that involve light lifting, cleans offices, storerooms, corridors, stairways, guest lodging rooms and other areas. Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Empties wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. The position is properly assigned to the custodial worker occupational series 3566 which covers janitorial and custodial work such as sweeping, scrubbing, and waxing floors.

2. Title Determination: Positions covered by *Job Grading Standard for Custodial Worker, WG-3566, TS-2, Sep 1968*, must be titled custodial worker. Jobs covered by the leader standard which involve leading other workers to accomplish trades and labor work are identified by adding the word "*Leader*" to the job title of the occupation in which the working leader is qualified *and* which reflects the nonsupervisory work performed by the leader. This position leads the work of custodial workers; thus the appropriate title is *Custodial Worker Leader*.

3. Grade Determination:

A. Skills and Knowledge: The position being classified meets the NA-01 skill and knowledge as described in the standard which generally requires no job training or previous work experience. The NA-02 level is not met for the position being classified due to the greater skill and knowledge required for proper use of a variety of special cleaning and sanitizing solutions which is sufficient to remove stains from a variety of surfaces. In addition, the NA-02 is required to perform minor maintenance and adjustment on industrial type cleaning equipment requiring more than a common knowledge of the equipment. Working leaders must have the ability to lead three or more other workers to accomplish trades and labor work, including as a paramount requirement, sufficient skill in and knowledge of the trades and labor work performed by the group led to effectively carry out the duties of working leaders outlined below. Working leaders also perform regular nonsupervisory (i.e., non-leader) work that is usually of the same kind and level as that done by the group led.

B. Responsibility: The NA-01 level is consistent with the position being classified since it typically is not required to use judgment in making decisions relative to planning the work since the methods and processes have already been established by higher level management. The NA-02 level is not appropriate for the position being classified since the incumbent is required to make decisions in terms of adjusting resources necessary to react to variations in the workplace.

C. Physical Effort: The position being classified meets the physical requirements of the NA-01 level which requires only light physical effort involved with the use of hand or lightweight powered cleaning equipment. The NA-02 level is not met because it requires the incumbent to possess a greater physical strength sufficient to control heavy equipment, carry and set up ladders and scaffolding. The incumbent is frequently required to lift and move objects weighing about 40 pounds, and occasionally objects weighing over 50 pounds.

D. Working Conditions: The position being classified meets the NA-01 level since at that level the incumbent generally works indoors and is exposed to only minor cuts and bruises. The NA-02 level is not met since the incumbent is exposed to skin irritation from the strong cleaning chemicals and serious injury from working on ladders and scaffolds.

E. Leader Duties: Work leaders are graded on the basis of the highest level of nonsupervisory work lead. This position leads NA-01 Custodial Workers.

3. Final Classification: The final classification of the position is Custodial Worker Leader, NL-3566-01.