

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

|                                 |      |   |           |                                                                              |
|---------------------------------|------|---|-----------|------------------------------------------------------------------------------|
| 1. POSITION NUMBER<br><br>70127 | FLSA | X | NONEXEMPT | 2. ORGANIZATION AND LOCATION<br>61 FSS/FSVL - Lodging<br>Los Angeles AFB, CA |
|                                 |      |   | EXEMPT    |                                                                              |

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| 3. POSITION TITLE<br>CUSTODIAL WORKER<br>Duty Title: Housekeeper | 4. CLASSIFICATION<br>NA-3566-01 | 5. CLASSIFIED BY<br>HQ AFPC/SVXHR | 6. DATE<br>Updated<br>31 Aug 12 |
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

No previous experience or training is required. Must be able to follow simple oral and written instructions and be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets; frequently pushing 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 satisfactorily complete a pre-employment physical. Must be able to continuously stand, stoop, and reach for long periods of time. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

Consistently accomplishes tasks in a timely manner following instructions provided by supervisor. Properly uses, cleans, and accounts for tools required to accomplish assigned duties. Consistently operates hand tools 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. Promptly informs supervisor of accidents and/or damages to supplies, equipment, or vehicles and of any observed unsafe practices and/or procedures in a timely manner according to established policies and procedures. 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 AFSVA.

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.

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| SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR<br><i>Helen M. Clinton Custodial Supervisor</i> | DATE<br>13 April 2017 |
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| <b>NONAPPROPRIATED FUND (NAF)<br/>CIVILIAN POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     | 1. NUMBER OF IA'S (See 10)            | 2. POSITION NUMBER<br>70127       |                                 |
| 3. ORGANIZATION LOCATION<br>61 FSS/FSVL - Lodging<br><br>Los Angeles AFB, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     | 4. POSITION TITLE<br>CUSTODIAL WORKER |                                   |                                 |
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| 8. DUTIES AND RESPONSIBILITIES <i>(Indicate time percentages, where required.) (Questions concerning the classification of your position should be asked of your supervisor. You may see, upon request, classification standards and guides used in classifying your job. Your appeal rights, and procedures, are explained in the Federal Personnel Manual Supplement 532-2, Subchapter S7, and AFR 40-7, Chapter 7).</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                       |                                   |                                 |
| <p>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.</p> <p>II. DUTIES AND RESPONSIBILITIES:</p> <p>1. Cleans lodging guest rooms, corridors, stairways, facilities, and other assigned lodging 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. Cleans and sanitizes guest room appliances, cooking utensils and dishes. Empties wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached unassisted or using stepping stools. Makes beds and changes linen. Collects soiled linen and places it at a pickup point. Receives clean linen and delivers it where directed. Using the telephone system updates room status, occupancy, and checkouts.</p> <p>2. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges, woodwork, and furniture. Replaces deodorizers, toilet tissue, hand towels, soap, and other complimentary sundry items. Notes condition of facilities and reports to supervisor broken windows, water leaks, clogged drains, and other conditions requiring maintenance.</p> <p>3. Keeps a stock of cleaning materials and equipment needed to do the work. Advises supervisor when more materials are needed or when equipment needs repair or replacement. Performs other related duties as assigned.</p> <p>III. CONTROLS OVER WORK: Receives specific written or oral instruction from supervisor or higher-graded worker who is available for advice and guidance at all times. Work is reviewed in progress and upon completion for adequacy and compliance with instructions.</p> <p>IV. OTHER SIGNIFICANT FACTS:</p> <p>1. Skill and Knowledge: Ability to follow simple oral and written instructions.</p> <p>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.</p> <p>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).</p> |                                     |                                       |                                   |                                 |
| 9. FLSA OVERTIME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     | 10. EMPLOYMENT CATEGORIES OF IA'S     |                                   |                                 |
| EXEMPT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | NONEXEMPT                             | REGULAR                           | TEMPORARY                       |
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| SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     | SUPERVISOR                            |                                   |                                 |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     | CLASSIFIER                            |                                   |                                 |
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AFSPD/SPG # 70127 Custodial Worker, NA-3566-01  
Duty title: Housekeeper

CLASSIFICATION STANDARD USED: *Job Grading Standard for Custodial Worker, WG-3566, TS-2, Sep 1968.*

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*, are to be titled custodial worker.

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.

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 and occasionally lifting and carrying items weighing up to 20 pounds. 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. A position at the NA-02 level 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.

4. **Final Classification:** The final classification of the position is Custodial Worker, NA-3566-01.