

# USAF NAF HR: "We Impact Lives!"

VACANCY ANNOUNCEMENT #18-033  
NAF HUMAN RESOURCES OFFICE  
310 E KEARNEY BLVD, BLDG 3303  
GOODFELLOW AFB, TX 76908-3218  
(325) 654-5275

[www.nafjobs.org](http://www.nafjobs.org)

**\*\*SAN ANGELO TEXAS\*\***

## **POSITION INFORMATION:**

**TITLE: CUSTODIAL WORKER SUPERVISOR, NS-01**

**LOCATION: LODGING**

**CATEGORY: REGULAR (benefits and guaranteed hours)**

**SCHEDULE: Varies as Needed**

**WAGE: \$10.50/hr**

**OPENING DATE: 06 APR 2018**

**CLOSING DATE: Open Until Filled**

**1. DESCRIPTION OF WORK:** Plans the use of workers, equipment, facilities, materials and tools needed to accomplish the job. Accountable to management for the quantity and a quality of work performed and for ensuring efficient and economical work operations. Plans, schedules, and coordinates work operations while adhering to work priorities, project schedules, resources, and work plans established by higher-level supervisors. Assigns, directs, and reviews the work of subordinates. Observes work in progress resolving problems and making adjustments as necessary to meet schedules. Inspects completed work for quantity and quality of work performed. Explains and gains the support of subordinates for management policy, programs, and goals. Hires, promotes, motivates, disciplines, and separates subordinates. Approves or disapproves leave schedules and/or other absences from work. Supports the objectives of AF-wide programs and policies such as labor-management relations and equal employment opportunity. Advises and counsels subordinates on improving performance. Investigates grievances and complaints and assures safety and housekeeping practices are observed. May perform duties of custodial worker. Performs other related duties as assigned.

**2. QUALIFICATIONS:** Experience in supervising the work of subordinate employees in accomplishing custodial work. Experience and knowledge must have been gained in a military lodging program or commercial hotel/motel housekeeping. Must be able to follow simple oral and written instructions and speak English. Must be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets, and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, stoop, and reach for long periods of time. Must be able to satisfactorily complete a pre-employment physical. Employee must have a valid driver's license. Subject to satisfactory completion of a National Agency Check with Inquiries.

**3.** Anyone interested in this position should apply online at <http://www.NAFJobs.org>. Applicants claiming **Veteran's Preference** will need to upload or fax a copy of their **DD 214, Member Copy 4**. For **Military Spouse Preference**, applicants need to upload or fax a copy of their spouse's orders assigning him/her to Goodfellow AFB. The fax number is 325-654-5529. **All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.**

**4.** Goodfellow Air Force Base and the U.S. Air Force are equal opportunity employers. All qualified candidates will be considered regardless of race, color, religion, sex, national origin, age or disability. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. All applicants selected for Nonappropriated Funds positions must complete employment eligibility verification as required by the Department of US Citizenship and Immigration Services. **All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.**

\*\*\* Internal NAF applicants pay may be set according to applicable NAF pay setting rules\*\*\* \*NOTE: For current appropriated fund (APF) employees, portability pay setting rules apply (REF: AFMAN 34-310, NAF Personnel Program Management and Administration Procedures, para 13.6.2.2)

"Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed."