

## JOB VACANCY ANNOUNCEMENT

### 6th Force Support Squadron

Human Resources Office

(813) 828-2911 DSN 968-2911

MacDill Air Force (AMC)

**Position: Custodial Worker**

**Series/Grade: NA-3566-01**

**Location: MacDill Inn**

**Category: Flexible**

**Salary: \$7.94**

#### **Duties and Responsibilities:**

Cleans offices, storerooms, facilities and other areas. Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, vacuum cleaners, etc. Dusts, waxes and polishes furniture. Empties ashtrays and wastebaskets. Polishes metal fixtures, etc. Washes walls, windows, and blinds. May make beds or change linens. Collects soiled linen and places it in a pick up point. Receives clean linen and delivers it where directed. Keeps restrooms in clean, orderly and sanitary condition. Sweeps scrubs and waxes floors. Cleans, disinfects and deodorizes. Cleans mirrors and sinks. Dusts ledges and woodwork. Replaces toilet tissue, hand towels and soap. Notes condition of facilities and reports to supervisor broken windows, water leaks, etc. Keeps a stock of cleaning materials and equipment needed. Tells supervisor when more materials are required. Other duties as assigned.

#### **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 and 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.

#### **How to Apply:**

Logon to [www.Macdillfss.com](http://www.Macdillfss.com) click on EMPLOYMENT, then click on DOCUMENTS AND FORMS and look for [Application Package \(OF Forms 612 and 306\)](#). Prior military will need to submit a copy of their DD Form 214 (**Member 4 copy**). Current employees must complete and submit an AF Form 2550. Applications can be mailed to 6FSS/FSMF, 8011 Tampa Point Blvd. 3<sup>rd</sup> Fl., MacDill AFB, FL 33621. You may also submit your applications in person to our office; we are located across from the Macdill Inn, Building 373, 3<sup>rd</sup> floor. To fax your applications, please fax to DSN 968-5450 or (813) 828-5450. Applicants must meet the position's qualifications for consideration and all required documents submitted before the close of business of the vacancy announcement closing date. Incomplete and/or unqualified applications will be returned to the applicant. Email your questions or to inquire about a position to [6SVS.HumanResources@macdill.af.mil](mailto:6SVS.HumanResources@macdill.af.mil).

**6th Force Support Squadron is an Equal Employment Opportunity Employer**