

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
VQ 22

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field Other <input type="checkbox"/>		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel/Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		LAUNDRY WORKER LEADER		NL		7304		02	
d. First Level Review								dlb 5-24-04	
e. Recommended by Supervisor or Initiating Office									

16. Organizational Title of Position (if different from official title)
LAUNDRY WORKER LEADER

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE NAVY

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** 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. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
MARIO TREVINO, VQ PROGRAM MANAGER

Signature _____ Date _____

Signature *Mario Trevino* Date 5/24/04

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER

Signature *E. Lanier-Ballenger* Date 5/24/04

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: VQ 22

CLASSIFICATION: Laundry Worker Leader, NE-7304-02
ORG TITLE: Laundry Worker Leader

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to provide laundry services. The work requires primarily physical effort and abilities that involves little or no specialized skill.

MAJOR DUTIES

Provides training, guidance and supervision to at least three laundry workers.

Sorts, washes and dries laundry in accordance with established instructions, as needed. 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.

Inventories laundry to determine billing (where applicable) and detect missing inventory. Writes invoices, keeps inventory, records damages and issues requests for replacement. Maintain daily documentation of quality control logbook.

Maintains the laundry facility. Performs minor maintenance to washers and dryers. Cleans filters, equipment and notifies supervisor of any malfunctions. Wipes down washers and dryers daily.

Maintains documentation of work performed on a daily and monthly basis. Maintain a log of all trouble calls.

Perform all other related duties as assigned.

SKILLS AND KNOWLEDGE

A general knowledge of processes, chemicals and equipment associated with laundry services and have one year of general laundry experience.

Must be able 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 interrupt instructions.

Must have the ability to do the work with normal supervision.

RESPONSIBILITY

The incumbent performs duties under the direct supervision of the Supervisor who assigns work, approves leave and evaluates performance of the incumbent. Work is spot-checked on a daily basis and is documented. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

PHYSICAL EFFORT

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing over 45 pounds.

WORKING CONDITIONS

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Occasionally, exposure to outdoors is necessary to deliver laundry to other facilities. The incumbent is exposed to dirt, disagreeable odors and skin/eye irritants from strong cleaning solutions used in the laundry process. Personal Protective Equipment (PPE) is provided, used and if issued, worn appropriately.

SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with CNI/N7 policy.

The incumbent is expected to work towards and obtain certification in housekeeping/custodial services. Must actively participate in the Performance Plus Training Program.