



Naval Academy Business Services Division
Job Announcement Number: 24-029
Vacancy Open: March 15, 2024 –March 28, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Laundry Worker – NA-7304-02

Flexible (0-40 hours weekly, Non-benefited)

\$17.40/hour

JOB SUMMARY

The Laundry Worker (LW) provides essential services to the Naval Academy's Brigade of Midshipmen and all other individuals, organizations, and activities that use the NABSD Laundry and Dry-Cleaning Facility.

The position of LW is located in various production departments throughout the Laundry and Dry-Cleaning Facility and the 5th Wing Service Center, located in Bancroft Hall.

Each worker will be assigned an assortment of tasks (hands on) that are required to process laundry throughout the facility. These tasks include but are not limited to the following: conveyer loading, checking in, sorting, shaking out, folding, hanging, flat work ironing, pressing, finishing (tunnel), re-assembly and packing.

Additionally, LWs may be assigned to the Laundry 5th Wing Service Center. At this location, the LW checks in and returns uniforms and personal clothing (specials), prepares tickets, issues exchange and prepackaged linens, and records customer data onto computer spreadsheets.

DUTIES & RESPONSIBILITIES

Incumbent will be required to perform one or all of the following tasks as assigned by the Laundry Worker Supervisor (LWS).

Check-In:

Match incoming laundry to laundry tickets, count and sort items and distribute for cleaning based on soil/garment classification.

Assign tags to items as prescribed by the LWS to maintain lot integrity as items travel through the facility.

Bag and turn in to the department supervisor all valuables recovered during check-in process.

Flatwork Processing:

Shake out and sort clean flatwork (bed and table linens) into bins by color and type to facilitate feeding into flatwork ironer equipment.

Work individually or in teams, depending on piece size, feed flatwork into the flatwork ironer and/or receive pressed, folded and stacked items from the cross-folder equipment.

The LW may be required to bundle and wrap items, then place in carts for distributing as instructed by the LWS.

Dry Fold:

Separate towels, blankets, spreads, and other rough-dried items (fully dried hand fold work) by type and fold in accordance with standard procedures. Separate nets, laundry, bags and loosely processed uniform items into lots, fold, cart-up or stack as necessary.

Operate towel folding machine by feeding towels into folder and stacking completed towels into laundry transport carts.

Keep all work together by lot and customer.

Forward completed work to next appropriate work station.

Processing Department:

Separate goods according to lot and type. Distribute to appropriate equipment for processing.

Press or tunnel finished work as assigned, performing any or a combination of the following tasks, operate collar and cuff press, yoke press, bosom and body press, double buck shirt press, sleeve press, laundry press, or steam finishing tunnel.

Hang up finished work, maintaining lot integrity and check appearance for obvious defects, laying such items aside for reprocessing as necessary.

Laundry Bag Assembly Work:

In the locker area, remove laundry nets from carts by lots and match to tickets in assembly lockers.

Place all work in locker in appropriate laundry bag, matching all items to ticket for sign off.

Tie completed bag and place on conveyor to be staged in a cart for delivery.

Hanger Assembly Work:

Hang tickets on hooks by lot. Retrieve and assemble all items identified on ticket.

When all pieces are accounted for, place in hanging bag and tie hangers together. Place on mobile racks for forgotten items, and staple laundry tags to items for identification after cleaning.

5th Wing Service Center:

Handle cash transactions; pick up the change fund which is reconciled and dropped daily.

Collect uniforms from customers for cleaning. Prepare tickets.

Verify item count and type to tickets corresponding to the customer orders. Check pockets for forgotten items, and staple laundry tags to items for identification after cleaning.

Enter ticket information on the spreadsheet for tracking and recording purposes.

Organize clean orders on a conveyor for issue.

Issue linen exchange items, prepackaged linens for guests and medical isolation purposes.

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have at least three months experience sorting, counting, and folding laundry.
2. Incumbent must have experience operating production equipment, or have the ability to learn how to operate production equipment.
3. Incumbent must be able to stand up to three hours at a time, bend and lift up to 50 lbs.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – *(Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below)*
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement. Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.