



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-007b**  
**Vacancy Open: April 2, 2024 – April 16, 2024**  
**Area of Consideration: All Qualified Applicants**  
**Security Level: Tier 1 – Non-Sensitive**

## **POSITION DETAILS**

Laborer (MVO) – Retail Services – NA-3502-04  
Flexible (0-40 hours weekly, Non-Benefited)  
\$19.06/hour

## **JOB SUMMARY**

The mission of the Laborer and Motor Vehicle Operator (MVO) is to provide an essential service to the Naval Academy's Brigade of Midshipmen and all other individuals, organizations, and activities that use the NABSD Retail Services Division, Retail Dining and the Laundry and Dry-Cleaning Facilities.

## **DUTIES & RESPONSIBILITIES**

The Laborer can be assigned to work in areas of the retail stores, food areas, warehouses, and laundry locations. Incumbent performs MVO and laborer duties as required. The Laborer must be able to operate gasoline, diesel-powered, and electric vehicles ranging in capacity from small cars up to panel trucks at a weight of up to 10,000 pounds. No vehicle the Laborer operates will require any special Licensure.

**As Assigned to Retail Services:** The Laborer loads on hand trucks, cartons of merchandise of all types and delivers to respective departments. Incumbent loads and unloads merchandise from carriers, lifts cartons of all weights and sizes, loads on hand trucks, delivers to proper spaces in stock rooms, stacks and stores in a neat and accurate manner. Incumbent rotates merchandise in stock room area and places incoming shipments in racks and various storage areas by department. Employee will lift boxes of merchandise to appropriate locations in stockrooms. Places merchandise neatly in appropriate stockroom according to vender/size layout. Breaks down and recycles boxes, removes trash and waste from the worksite. Does have access to a hand cart. Reports quality control issues to General Manager.

**As Assigned to Retail Dining:** The Laborer sets up banquet rooms and event spaces throughout NABSD's various locations, based on either written or oral guidance, which may include setting up and removing chairs, tables and various event and kitchen equipment. The incumbent is expected to clean kitchen and event equipment as needed, as well as clean various locations throughout NABSD. The laborer has the ability to support with dishwashing duties as needed. Often, equipment and supplies for catered events will need to be transported from one location to a different location; the laborer will assist with these requirements, either on their own or with the help of others. The laborer will support various inventory counts as required, with guidance from their immediate supervisor or designated leader.

**As Assigned to Laundry Services:** The Laborer loads and unloads heavy laundry and dry-cleaning bags weighing up to 100 pounds into or out of steel carts, and loads or unloads outer wear apparel onto or off of mobile hanger racks. They load these carts and racks into the motor vehicle, securing them so that the loads do not shift during transit. When loading or unloading straight trucks the Laborer utilizes electric powered tailgates which assist in loading and unloading laundry carts and racks weighing up to 1000 pounds. They pick up and deliver laundry and dry-cleaning bags, garments and bundles at points along any assigned route according to predetermined schedules. They assist in the final assembly of laundry bags in the Sorting and Shipping Department. The Laborer will bag completed orders, load the steel carts and hanging racks for transporting the finished product, and securely load them onto the appropriate vehicles.

## 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](mailto: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 possess a valid state issued driver's automobile license, and have no points or infractions on their DMV record.
2. Incumbent must be able to lift and carry bags, bundles or boxes weighing up to 50 pounds without assistance and up to 100 pounds with assistance.
3. Incumbent must have demonstrable experience as a team player, working with a team to complete tasks or reach a common goal.
4. Incumbent must have experience working in a retail environment, preferably with experience in receiving.

## 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 5300.106b, 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. The Department of the Navy is an Equal Employment Opportunity 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 any other non-merit factor.*