



Naval Academy Business Services Division
Job Announcement Number: 25-036B
Vacancy Open: September 16, 2025 – September 30, 2025
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Laundry Worker, NA-7304-02

Full Time (35-40 hours weekly)

\$17.79/Hour

Positions Available: 1

Benefits Eligible: Medical Insurance, Dental Insurance, Life Insurance, Long Term Disability, Health Savings Account, Flexible Spending Account, Retirement, 401K, 401K Roth, 401K Loan, Vacation and Sick Leave Accrual

If you are detail-oriented and enjoy hands on work in a fast-paced production environment, we'd love to have you join us! Set Full Time scheduling with 8-hour daytime shifts Monday – Friday.

JOB SUMMARY

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

The Laundry Worker 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 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.

Laundry Workers assigned in Laundry 5th Wing Service Center check in and return uniforms and personal clothing (specials), prepare tickets, issue exchange and prepackaged linens, and record 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.

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 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 Laundry Worker may be required to bundle and wrap items, then place in carts for distributing.

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.

The Laundry Worker can be subject to continuous standing on concrete floors. Most tasks require quick hand and arm movements. Pushing or pulling of carts weighing up to 1000 pounds may be required. Incumbent may be required to lift bundles weighing up to 50 pounds on a daily bases and periodically lift bundles weighing up to 100 pounds with assistance. The laundry facility may be subject to heat, humidity, dust, lint, and noise.

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

**** For each KSA, provide a detailed account with specific examples of your qualifications and experience.**

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

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

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 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
- Probationary period: Full Time & Part Time employees serve a one-year probationary period. Flexible employees are employed based on the needs of the business.
- Must be able to understand and communicate in English
- Must complete an Occupational Health screening for this position

APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance.

Apply Here: <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

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:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – (***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

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 Noon on the closing date listed above will not be considered.

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, complete a pre-hire health screening, 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 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, 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.