



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Housekeeper	PP-SRS-GRD:	C-3566-02
Location:	RAF Croughton	Vacancy Number	419952
Open Date:	20 June 2024	Close Date	Open Until Filled
Work Hour Per Week	0 hours	Salary (Per Hour)	£11.78-£12.90

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking highly skilled and motivated individual to join a premier team of Housekeepers at the 422 Air Base Squadron , Royal Air Force Croughton, United Kingdom.

The primary purpose of this position is to perform a full range of housekeeping duties in assigned areas consisting of guest rooms, corridors, pet friendly rooms, restrooms, and all common living spaces. The housekeeper will be responsible for dusting and polishing all furniture. In addition, they will vacuum floors and/or shampoo carpets and clean windows. Furthermore, they will empty waste baskets daily. The housekeeper will occasionally wash walls, paintwork, and blinds as necessary and sweep, dry mop, scrub, wax or polish floors in hallways and rooms; as well as, clean, disinfect and deodorize lavatories, showers, bathtubs, and related areas. They will be responsible for making beds daily, collecting and replacing soiled linen; replace hand towels and soap daily; clean and polish all brass and/or chrome daily. They will report to immediate supervisor when equipment requires maintenance, repair, or replacement and need cleaning materials to perform the job.

For specific qualification requirements for the position, you can visit: [Federal Wage System Qualifications \(opm.gov\)](https://www.opm.gov)

Knowledge and Experience Required

Applicants must demonstrate the following:

- Prior cleaning experience would be beneficial
- Must be able to read and follow simple signs and specific written and/or oral instructions
- Pre-employment medical will be required.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate Security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

Cat B driving license required. **You must provide a copy of your Driving license.**

Employee will be subject to on-call duties on Rota basis. When required to be on-call will be entitled to inconvenience allowance.

Benefits

- Annual leave, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;

<https://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=jbExg4ct70ijX6yIGOV5tJFWr-1TEKJFm98gYVwgSO1UOTNIUk5BWVJURIRHUFRJWUk3Nk1TVFM3Ty4u>

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume
- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

