



US Visiting Forces
Local National Direct Hire (LNDH)

Job Title:	Housekeeper	PP-SRS-GRD:	C-3566-02
Location:	RAF Mildenhall	Vacancy Number	VA23 RPA 150584N
Open Date:	04 September 2023	Close Date	Open Until Filled
Work Hour Per Week	39	Salary (Per Hour)	£10.49-£11.47ph under 23 / £10.73-£11.75ph over 23

NOTE: Several vacancies 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 100th Force Support Squadron , Royal Air Force Mildenhall, 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, etc. You will perform assigned duties which include dusting and polishing all furniture as required. Vacuums floors and/or shampoo carpets, clean windows and other living areas. Empty waste baskets daily if required. Occasionally wash walls, paintwork and blinds as necessary. Sweep, dry mop, scrub, wax or polish floors in hallways and rooms. Clean, disinfect and deodorize lavatories, showers, bathtubs and related areas. Make beds daily; collect soiled linen and replace. Replace hand towels and soap daily. Clean and polish all brass/chrome daily. Report to supervisors when materials and equipment is in need of repair or replacement. Report conditions requiring maintenance or attention as required.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

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
- Preemployment 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.
- Must have the ability to use hand or lightweight cleaning tools or equipment.
- Work will include exposure to pets/pet environment.

Benefits

- Annual Leave + UK Bank Holidays, 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 U.K., 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 the criteria 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.
- Additional information may be obtained by contacting the LNDH team at 01638 544955.

How To Apply

- Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724024.pdf?ver=201604-28-085219-410
- All applications, with relevant attachments and CV must be submitted via email to 100fss.fsmc6@us.af.mil and received prior to the closing date.

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.