

**Housekeeper, C-3566-02**

**RAF Mildenhall**

Vacancy Number: 100 FSS VA20 RPA 990304

**Closes:** Open Until Filled

**35.00** hours per week

**£8.45** per hour (Under 24 years)

**£8.98** per hour (Over 25 years)

**Main Purpose**

The 100<sup>th</sup> Force Support Squadron is seeking an employee to perform the full range of housekeeping duties in assigned areas consisting of guest rooms, corridors, pet friendly rooms, restrooms, etc. You will perform assigned duties which includes but not limited to dusting and polishing all furniture as required. Vacuum 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, bath tubs and related areas. Make beds daily; collect soiled linen and replace with clean linen. Replace hand towels and soap daily. Clean and polish all brass/chrome daily. Report to supervisors when materials or equipment is in need of repair or replacement. Report conditions requiring maintenance or attention as required.

**Knowledge and Experience Required**

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

	Yes	No
Security Clearance	X	
Driving Licence		X
Pre-employment Medical	X	
Immunizations		X
Food Handler's Certificate		X

## **Other Important Information**

- May be required to work uncommon duty hours, which may include evenings, weekends, and/or public holidays. Arrival of unscheduled aircraft necessitates occasional overtime without notice.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- Must have the ability to use hand or lightweight cleaning tools or equipment.
- Must have the ability to lift moderately heavy objects.
- Must attend all formal and informal training as deemed necessary by the supervisor.
- Must be able to pass a pre-employment medical.
- Work will include exposure to pets/ pet environments.
- Must wear prescribed clothing and ensure a good personal appearance.
- Must deal with all rank/grades or military and civilian using tact and courtesy.
- Position may be coded as mission essential.

## **Benefits**

- Paid Annual Leave
- Paid Sick Leave
- Pension Scheme
- Life Assurance Scheme

## **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 this 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 licence 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://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410). All applications, with relevant attachments and CV must be submitted via email to [100fss.fsmc6@us.af.mil](mailto: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.