

**DEPARTMENT OF THE NAVY  
NAVY EXCHANGE, HUMAN RESOURCES OFFICE, SIGONELLA, ITALY  
JOB VACANCY ANNOUNCEMENT FOR LOCAL NATIONAL**



Announcement #	LN/003-25				
Position	HOUSEKEEPING ATTENDANT / 3566 - E-02-B				
Salary Range	E-02-B €1.649,72 per month plus applicable allowances				
Opening Date	24 FEBRUARY 2025	Closing Date	28 FEBRUARY 2025		
Scheduled Days/Hours	Rotating	Earliest Starting Time	6:00	Latest Quitting Time	22:00
Location	NEXCOM HOSPITALITY GROUP Sigonella Nas I & Nas II				

**Notes**

**THE SELECTEES WILL BE HIRED UNDER LOCAL NATIONAL EXCHANGE SALARY TABLE**

1. Please read the “Instructions for Completing the Employment Application”, before submitting your application. **EMAILS APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL NOT BE CONSIDERED.**
2. Application must be submitted in English.
3. Six (6) Temporary Full Time positions not to exceed SIX (6) months.
4. Selectees will be required to work rotational shifts including weekends and holidays. Work schedule is subject to change.
5. Work includes constant bending, stooping, walking up stairs, crouching and use of ladders.
6. Selectees will be required to favorably pass a physical examination and security background check as a condition of employment.

**Who May Apply**

Citizens of a European Union member state except those applicants also holding citizenship of the United Of America.

**Description of Duties**

Cleans guest rooms and other assigned areas. Operates cleaning equipment, e.g. vacuum cleaner, carpet cleaner, waxer and polisher. Empties wastebaskets, dusts, waxes and polishes room furniture. Also washes walls, partitions, air vents, disinfects and deodorizes toilet bowls, lavatories, etc. Washes and replaces window treatments and cleans ceiling fixtures. Changes light bulbs and room partitions using ladders and scaffolds. Moves furniture to clean under and behind; uses step stool to clean window and window treatments, cabinet tops, mirrors and picture frames. Cleans bathroom areas including tub, tile, walls, commode, floors and vanity. Cleans kitchen area including stoves, ovens, microwave, refrigerator, cabinets and floor. Washes and disinfects dishes, utensils and cookware.

- Cleans iron and ironing board and replaces cover, as necessary. Cleans and ensures proper functionality of luggage racks and ensures proper number of male/female hangers are available in closets. Ensures TVs are clean and programmed to proper channel and volume; alarm clocks are properly programmed with back up battery, and in-room phones are clean, properly programmed and in working condition.
- Places proper number of amenities in room to include consumables and non-consumables. Removes and replaces bed linen, inspects mattresses and pull-out sofas. Moves/re-positions beds upon guest checkout, weekly or at a guest's request.
- Greets and welcomes guests upon sight, always maintaining outstanding guest relations.
- Ensures privacy and security of guests is maintained at all times.
- Cleans, vacuums and mops corridors, stairways, guest laundry, patios and balconies. Shampoos rugs/carpets and polishes rails of stairways on a regular basis. Completes scheduled carpet cleaning using heavy (industrial type) carpet cleaners and equipment.
- Performs deep cleaning as required by program standards (e.g. on a scheduled basis and upon check-out of guests in "pet friendly" rooms and in rooms that had an ADA service animal), which includes but is not limited to: defrosting the refrigerator, cleaning windows (inside and out), carpet cleaning (shampoo and/or spot treatment), cleaning walls and other such tasks.
- Maintains cleanliness and order of storage rooms.
- Continually communicates the status of cleaned rooms and other spaces to supervisor through completion of daily assignments or property management system in the housekeeping department.
- Accomplishes minor repairs and maintenance of equipment used and reports to supervisor when major repair or replacement is required.
- Cleans and inspects exterior spaces such as parking lots and outside passage ways.
- May be required to load and unload trucks/vans. Assists with the receipt of supplies from vendors, the assembly, separation, storage and delivery of merchandise by opening boxes and crates. May also be required to move heavy by use of hand truck. Uses common hand tools such as hammers, pliers, box cutters, crowbar and shears for cutting bands.
- Responsible for the pass key and other keys as assigned. Returns all keys at the end of each shift.
- Must report immediately to the supervisor such things as no luggage in a stay-over guest room, no service needed, room status vacancies, extra guests, unauthorized pets, and any other unusual circumstances.
- Reports any "lost and found" items to the housekeeping supervisor immediately, listing the room number or area where item(s) was found.
- May be responsible for the set-up and breakdown/clean-up of the complimentary "self-service" breakfast bar. Assists with preparing, heating, displaying and replenishing breakfast items available to guests during breakfast hours. Ensures surrounding area is returned to its original state and free of all left-over food by the end of designated breakfast hour. Required to obtain proper food handling certifications as applicable.
- Completes all required safety & security training
- Maintains a clean and safe environment. Applies knowledge of blood-borne pathogens safety measures to determine potential safety concerns related to contaminated linens and personal care items. Follows all NEXCOM Hospitality Group (NHG) protocols during daily service activity.
- Performs laundry operations at the facility.
- May be required to possess a valid state driver's license to travel to other lodging facilities as required within the normal scope of duties.
- May be required to obtain NHG housekeeping certification within 6 months of employment as well as other certification requirements.
- Performs other related duties as assigned.

**Qualification Requirements**

**GENERAL EXPERIENCE:**  
Experience that equipped the applicant with the knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:

1. Ability to work the scheduled hours of the position;
2. Ability to understand and follow instructions;
3. Work practices (keeping things and work area neat, clean and safe);
4. Ability to operate cleaning tools and equipment with dexterity and safe;
5. Ability to clean rooms , fix beds, sanitize bathroom, vacuuming, mopping, dusting, washing, moving items, removal of debris/trash and transporting clean or dirty linen/towels.

**Application Status**

For inquiries concerning job announcement, please contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday from 1330 to 1500, at least 15 days after the closing date of the announcement.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**DEPARTMENT OF THE NAVY, NAVY EXCHANGE**  
**NEX Human Resources Office, Sigonella, Italy**

**Instructions for Completing The Employment Application (Local National – LN)**

**EMPLOYMENT APPLICATION**

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements and NEX application form may be downloaded from:  
<https://cnreurfcent.cn.navy.mil/Installations/NAS-Sigonella/About/Jobs/>  
It is required to submit the NEX APPLICATION FORM ensuring that you are utilizing the latest version.

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH NEX INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE NEX HRO.**

**WHO MAY APPLY**

Citizens of European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

**Work experience:** Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed);
- Language proficiency.

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

**Education:** If education is used for qualification purposes, the title of the degree/certificate/ diploma **and** all courses/subject must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A. must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials.  
Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to EW-05 grade level only.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:  
[sig-nexhro-wantajob@nexweb.org](mailto:sig-nexhro-wantajob@nexweb.org)

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: **LAST NAME, FIRST NAME - LN/001-24;****
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attached the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachment are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. The NEX Human Resources will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INQUIRES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

For information on the application submitted, contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday, from 1330 to 1530 hours, at least 15 days after the closing date of the competition notice.  
**When requesting information by telephone, you must provide the announcement Number of the position for which you are applying.**  
The Human Resources Office of the NEX will not give information on the status of the application for employment to family or friends, in compliance with the rules on the confidentiality of personal data (law 675/96). In case of selection the candidate will be informed by telephone and/or electronic (email) by a representative of the Human Resources Office of the NEX.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330 and NEXCOM HR Policy Manual.
2. If a candidate is selected at lower grade level for a position with promotion potential (e.g. EW-03/04/05), he/she can be promoted to the target level without further competition at management’s request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade, lower pay or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.