



Naval Academy Business Services Division
Job Announcement Number: 24-051a
Vacancy Open: July 25, 2024 – August 8, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Laundry Machine Operator, NA-7305-05
Full Time (35-40 hours weekly, Benefited)
\$19.89/hour

JOB SUMMARY

The mission of the Laundry Machine Operator (LMO) is to provide an important service 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 of Laundry Machine Operator is located in the Washroom and Dry-Cleaning processing areas of the facility and will be modified to accommodate changes in technology.

The Laundry Machine Operator is an integral part of the Laundry's processing team. LMOs set the pace for production throughout the entire laundry facility. This employee must demonstrate flexibility and the ability to work in a fast-paced environment. A high degree of cooperation is required to meet the diverse and varied demands placed on the Laundry to achieve its mission. The LMO's are directly supervised by the Check-in/ Washroom Supervisor, and interact closely with all other Departments in the Facility and the supervisors and staffs of these departments. The LMO insures that all goods coming to the Facility, through the Check-In Department are expertly and expeditiously processed in order to maintain the Laundry Facility's quality standards and delivery schedules.

The equipment operated by the LMO's includes three large capacity industrial washer extractors and three matching gas fired dryers. Four smaller industrial washers and dryers, located in the Laundry and Dry Cleaning process areas and three industrial dry cleaning units which are located in the Dry Cleaning process area.

DUTIES & RESPONSIBILITIES

Operates and monitors machines for a variety of purposes: To launder, dye, starch, and treat articles with water repellent and flame retardant. Typically, six or more machines are operated at one time. Operator must know the formulas used for various types and degrees of soiled laundry and monitors the equipment that performs the cleaning, transferring and drying processes on all textiles introduced to the laundry facility.

Responsible for weighing loads, loading machines and insuring that lots remain in the proper sequence.

Trained for safe handling of chemicals. All handling of chemicals will be done in accordance with prescribed Safety Programs, including the safe and proper use of personal protective equipment (PPE) and practices.

Keeps the department area and equipment clean, removing lint from the lint collector vacuum units by the 3 Braun Dryers, cleaning the lint screens on the 4 dryer tumblers, and re-assembling the units daily.

Monitors cleaning results and reports any quality issues to management. These include overall cleanliness, inadequate or over drying, and mechanical issues as observed.

LMO duties include, but may not be limited to, all functions associated with the cleaning and drying process, e.g. selecting proper formulas, starting and stopping of equipment and recording all processed poundage.

Weighs slings that have been loaded with towels, sheets, bags, nets, and table linen and other applicable goods, recording load weight and mechanically lifting loaded slings to the overhead rail storage system to be sent to the washers.

Loads from 1 – 3 slings in each Braun washer based on classification of work and weight of individual slings.

Weighs carts of clothing and linens for processing through the 7 laundry and dry clean washer/ extractors.

Selects the appropriate cleaning formula on the programmer of the machine according to the classification of the load, and starts the washing process.

Transfers completed work from the 4 laundry washer extractors to the 4 dryer tumblers as appropriate for the load.

Insures that all work transfers to the dryers successfully on the Braun wash line, and makes certain there are no alarms or other issues that would impede the workflow.

Stages carts at the dryer take-off conveyor, and receives loads as they are completed by the Braun dryers.

Insures that lot assignment cards stay with proper loads. Delivers completed loads to appropriate work areas for further processing.

The LMO may be required to perform duties in other production areas to include Check-In, Sorting and Shipping and the Transportation Department.

QUALIFICATIONS & REQUIREMENTS

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 secret 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***
- ***One-year probationary period***

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

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

****Responses must be included on the KSA portion of the online application****

1. Incumbent must be able to load and unload commercial washers and dryers with a capacity of up to 500pounds; 6 months experience preferred.
2. Incumbent must have knowledge of the effects of water temperature and chemicals that will be used in the washing process on the various fabrics that are processed through the laundry.
3. Incumbent Must possess the ability to maintain records and follow oral and written instructions.

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:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (***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
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

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 the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

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, 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/electronic fund transfer 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, sexual orientation 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.