



Posting Notice

Personnel Requisition Details

Job Type Description:	Housekeeper/Foodhandler
FLSA:	Non-Exempt
Secondary Title:	
Position Type	Staff Position
Division:	Business Admin. Div. - GB
Location of Position:	Green Bank, WV
Job Status:	Temporary Full-Time
FTE:	4
Length of Appointment:	Seasonal
Work Schedule:	Rotating Shift
Amount of Travel Required:	Minimal
Number of Positions Supervised:	0
Position Summary:	Under general supervision, cleans rooms, apartments, and hallways in Residence Hall; prepares and serves food; and cleans cafeteria. Job Duties Summary: Cleans lobby, lounge, rest rooms, corridors, stairways, rooms, and apartments in Residence Hall. Sweeps, scrubs, waxes, and polishes floor. Cleans rugs, carpets, upholstered furniture, and draperies. Dusts furniture. Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills. Makes beds. Empties wastebaskets. Transports trash and waste to disposal area. Replenishes bathroom supplies and linens Replaces light bulbs. Prepares Observatory housing for new employees and summer students, including thoroughly cleaning all areas. Does laundry for Residence Hall rooms and cafeteria, including sorting, counting, folding, and carrying linens. Prepares food in quantities according to menu and anticipated number of persons to be served. Bakes breads and pastries.

Position Summary Continued:	Cuts meat. Takes food orders from customers, prepares and serves food items, as requested. Operates cash register to ring up customer purchases; accepts customer charges to room or division, or accepts cash payment and makes change. Cleans all areas of kitchen and cafeteria, including dishes, tables, chairs, serving line, counters, refrigerators/freezers, grill, oven, deep fryer, stove, steam table, dishwasher, storage room, food shelves, windows, blinds, and walls as required. Proactive compliance with NRAO and government safety policies and procedures in own work area is expected. Other duties may be assigned.
Minimum Education:	High school diploma or GED; or six months related experience and/or training; or equivalent combination of education and experience.
Preferred Education:	High school diploma or GED
Minimum Experience:	Six months related experience and/or training; or equivalent combination of education and experience. The ability to verify contents of shipments against bills of lading or invoices.
Preferred Experience:	
Physical Demands:	While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, climb stairs, talk, hear, taste, and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee will work with power tools, such as a vacuum cleaner, carpet cleaner, and meat slicer. The employee will be exposed to dust; chemicals and solvents, such as those used in cleaning; fumes; and pesticides. Specific vision abilities required by this job include close vision, color and depth perception, and the ability to adjust focus. The employee is required to work a rotating schedule, which includes weekdays, weekday evenings, and weekend days.
Work Environment:	
Requisition Number:	GB506
Skills & Abilities:	State Health Department Food Handlers Card is required for food service workers.

The NRAO is an equal opportunity employer (M/F/D/V)