

**Civilian Personnel Office  
52d Force Support Squadron  
United States Air Force  
Spangdahlem Air Base, Germany**

**Announcement Number: 27/2024**

**Opening Date: 01 Mar 2024**

**Closing Date: open until filled**

**Internal and external Non-US Vacancy Announcement**

***(IAW USAFE-AFARICA1 36-113)***

**Area of Consideration: Area II – All organizations serviced by the Spangdahlem  
Civilian Personnel Section and external applicants**

**Please post Announcement on your Bulletin Board**

**POSITION TITLE: Chambermaid/Roomboy Leader (f/m/d)**

**GRADE: H-3566-01 + 10 % Leader Supplement**

**WORK HOURS: 39 hrs per week, (On principle, this position would also be suitable for part-time employment.)**

**ORGANIZATION: 52 FSS/FSVL**

**LOCATION: Spangdahlem**

**REMARKS: Required to work uncommon tour of duty to include weekends, shift and holidays.**

On principle this position is also suitable for severely handicapped persons.

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***MAJOR DUTIES:* The purpose of this position is to serve as the leader of assigned subordinate workers, and to perform manual labor tasks involving the use of power equipment, housekeeping and custodial tasks, and room stocking in base transient facilities to include Temporary Living Facilities (TLFs), Visitor Quarters, and Business Suites located at Spangdahlem AB.**

As a work leader, performs one or a combination of the following tasks as determined by supervisors/managers:

1. Provides day-to-day advice and guidance to employees for work assignments. Relays instructions from supervisors/managers for work assignments. Prepares workload and sets the work pace. Demonstrates work methods and provides work related guidance. Ensures that work site materials and tools are available, and ensures that employees follow security, safety, fire and housekeeping standards. When directed (in the absence of their immediate supervisor), may assume further supervisory responsibility.
2. Maintains daily assigned lodging transient quarters in a clean and orderly manner to meet standards prescribed in Air Force regulations.
3. Accomplish housekeeping functions on a daily basis in each assigned room as follows: vacuum carpeted areas, sweep and mop tiled floors, dust and polish furnishings, make the bed(s), exchange linen upon checkout or after one week of occupancy, exchange towels, clean the toilets, sinks, tub/shower units and shower curtains, clean windows and windowsills, clean kitchen areas to include appliances, floor and sinks, empty all trash containers, and replace trash container liners. Accomplishes any other housekeeping duties as needed or as requested by supervisor/manager,
4. Accomplish room stocking functions on a daily basis in each assigned room as follows: visually check stocks in individual rooms,

record quantities used on room purchase record sheets, restock sales items to standardized stock level, replace amenities in rooms daily (i.e. coffee, plates) as required on standardized stock level listing, and maintain neat and orderly appearance of stocked items in rooms.

5. Loads, unloads, or relocates heavy and bulky items from boxcars, trucks, and other conveyances; carries and assembles furnishings. Moves and arranges furnishings as required.

6. Prepares soiled linens for pick-up by contractor. Receives clean linens from contractor, inventories to verify quantity, and distributes to storage areas throughout lodging facilities.

7. Inspects assigned rooms to identify problems/faults. Performs minor maintenance such as changing light bulbs and resetting VCRs, TVs, and Microwave ovens.

8. Cleans and inspects assigned common areas such as hallways, stairways, entrance ways, break rooms, laundry rooms, storage rooms, fitness rooms, conference rooms, lobby areas, etc. Maintains maid carts clean and stocked with necessary supplies.

9. Reports major maintenance requirements, and fire and safety hazards immediately to supervisor/manager.

10. Turns in all guests items found after check out and left in common areas to lost and found immediately  
Performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:**

**Must have some experience working in the housekeeping area**

### **PROFICIENCY REQUIREMENTS:**

- ELP Level 1 (passing score: 41 %): Basic command of the English is required. Good knowledge desired. Good command of the German language is required. Employee is required to translate/interpret from German to English and vice versa.
- Some degree of manual skill and prior work experience is required to work safely with hand tools or to operate, control, and clean power equipment. Continual care and attention exercised to prevent accidents. Must know the proper uses of a variety of special cleaning and sanitizing solutions and how to remove different kinds of stains from a wide variety of surfaces.

### **OTHER SIGNIFICANT REQUIREMENTS:**

- Physical effort is required when lifting and moving objects over 15 pounds and in using some heavier power tools. Pushing and moving furniture and work from ladders may be required.
- May include work indoors in areas that may be dusty, drafty, and noisy. In contact with strong cleaning agents. Danger of falls on slippery surfaces and when working on ladders. Must be able to follow oral and/or written instructions involving duties with several distinct tasks or steps.
- Will be required to work uncommon tour of duty to include evenings, nights, weekends and holidays.

### **HOW TO APPLY/BEWERBUNG:**

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to [52fss.spang.jobs@us.af.mil](mailto:52fss.spang.jobs@us.af.mil). All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website: <https://www.52fss.com/home/document-manager/civilian-personnel-section>.

**The application cannot be considered if supporting documents are missing.**

**Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier,**

**The application cannot be considered if supporting documents are missing./Ohne die entsprechenden Zeugnisse/Nachweise kann die Bewerbung nicht berücksichtigt werden.**

**Interview Travel Expenses will not be reimbursed./Vorstellungskosten werden nicht erstattet.**