



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Housekeeper
Class: Service
Status: Full Time/Part Time
Supervisor: Housekeeping Supervisor
Effective Date: Revised June 2014

Department: (36) Service Housekeeping
FLSA: Non-Exempt
Pay Grade: III
Subordinates: None

Position Summary:

Cleans and maintains the appearance of the casino and the administrative buildings, public areas and restrooms, offices, and other assigned areas.

Essential Duties and Responsibilities:

- Keep the Casino floor clear of all debris empty ashtrays, clean machines, and pick up dirty cups.
- Must have excellent customer service skills.
- Keep drink service area clean and stocked.
- Practices excellent customer service skills.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Less than High School education; or up to one month related experience or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills:

Must be able to read and comprehend simple instructions, short correspondence, and memos. Write simple correspondence with the ability to effectively present information in one-on-one small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Need to have the ability to add and subtract two digit numbers and to multiply and divide 10's and 100's and perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee could be exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts. There is also contact with cleaning fluids and lubricants. Employee is regularly exposed to cigarette smoke. The noise level in the work environment is usually moderate.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____