



## Job Description

Housekeeper I

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DEPARTMENT: Maintenance

REPORTS TO: Facilities Lead

### Summary

Performs cleaning and janitorial tasks for the casino and administrative areas. Ensures the maintenance of clean, pleasant, and safe restroom, guest service, and work areas.

### Principal Activities & Responsibilities

- ❖ Cleans, vacuums, and mops bathroom areas, carpets, tile floors, and service areas.
- ❖ Monitors janitorial supply inventories and ensures that bathroom and product dispensers are refilled routinely.
- ❖ Reports shortages and supply needs to the Maintenance Supervisors and ensures adequate supply inventories.
- ❖ Cleans and sanitizes guest service areas and practices safe handling and storage of cleaning agents and chemicals.
- ❖ Sanitizes appropriate areas for infection and disease control.
- ❖ Performs assigned janitorial duties for special events.
- ❖ Completes assigned tasks in accordance with departmental policies and procedures and as directed by the Maintenance Supervisor.
- ❖ Assists as directed with the movement and installation of furnishings, office equipment, and appliances.
- ❖ Collects and segregates trash from recyclable plastics and cardboard and stores in appropriate refuse containers in accordance with departmental and casino-wide recycling program.
- ❖ Verifies and inspects janitorial supply deliveries and reports any damage or defects in materials or equipment that is delivered.
- ❖ Keeps an open communication between other departments.
- ❖ Sets the example for excellent customer service standards and professionalism.
- ❖ Maintains appearance standards as outlined in departmental and Garcia River Casino policies and procedures.
- ❖ Provides courteous service to our guests and is cordial to all Team Members. Communicates effectively both orally and in writing.
- ❖ Maintains a good attendance record.
- ❖ Other duties as directed by management.

### Level of Authority & Restrictions

Works under the direction of the Facilities Lead. Exercises discretion, common sense, and good judgment and has limited independent decision-making authority.



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### Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to stand for long periods of time.
- ❖ Must be able to move up to 45 pounds.

### Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.

### Minimum Job Requirements

- ❖ Must be at least 21 years of age.
- ❖ Possess good organizational and planning skills.
- ❖ Minimum 2 years of experience in facilities maintenance, janitorial, or construction services.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class B gaming license from the Tribal Gaming Commission.

### Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975.