



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Housekeeping Attendant
<b>DEPARTMENT:</b>	Housekeeping
<b>REPORTS TO:</b>	Technical Services Manager
<b>SALARY:</b>	Grade 2, Entry \$13.04/hourly
<b>CLASSIFICATION:</b>	Non-exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member is responsible for maintaining the cleanliness and upkeep of all interior and assigned exterior areas of the Casino

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Ensures the cleanliness of assigned areas and floors throughout the Casino
2. Responsible for trash removal on Casino floor
3. Assists in tracking and maintaining appropriate levels of cleaning materials
4. Responsible for stocking, storage, and labeling of cleaning materials in cleaning materials stock rooms
5. Maintains floor care in all areas of Win-River Resort Casino
6. Assists with set up and break down of all resort events and banquets
7. Uses chemicals, supplies, and equipment in accordance with manufacturers safety requirements, Safety Data Sheets, and organizational SOPs
8. Operates vacuum cleaners, upholstery cleaner, floor care machines, and various other equipment in a safe and efficient manner
9. Removal of trash and environmental hazards in Win-River Resort parking, grounds, and common areas in co-ordination with the Facilities department
10. Reports unsafe and/or unsanitary conditions to the immediate attention of the immediate supervisor and Facilities management
11. Assists in emergency evacuation procedures as needed
12. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
13. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
14. Additional duties as assigned by the Technical Services Manager

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## **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

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## **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Must have a strong combination of written and verbal communication skills to write, read, and comprehend written correspondence, concurrent with the ability to effectively communicate with guests and team members of the organization
- The ability to perform job functions in an atmosphere where priorities and deadlines may change frequently is required
- Knowledge of janitorial and maintenance tools and equipment is required
- A strong understanding of the Safety and Data Sheet (SDS) handbook is required

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## **PHYSICAL REQUIREMENTS**

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously walks
- Frequently stands, bends/stoops, reaches above/below shoulder level
- Occasionally sits, climbs, kneels, squats, and crawls
- Continuously lifts/carries up to ten (10) pounds is required
- Frequently lifts/carries up to twenty five (25) pounds is required
- Occasionally lifts/carries up to seventy five (75) pounds is required
- Continuously pushes/pulls up to ten (10) pounds is required
- Frequently pushes/pulls up to twenty five (25) pounds is required
- Occasionally pushes/pulls up to seventy five (75) pounds is required

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## **WORKING CONDITIONS**

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke

- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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#### **OTHER INFORMATION**

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

Revised 2/5/20 kc