

**JOB DESCRIPTION: REDDING RANCHERIA ECONOMIC
DEVELOPMENT CORPORATION**

POSITION DESCRIPTION

	DATE: July 27, 2020
POSITION TITLE: TEMPORARY CLEAN TEAM SPECIALIST	DIVISION/DEPARTMENT: RREDCO
REPORTS TO [JOB TITLE AND/OR DIVISION/DEPARTMENT]: MINI-MART MANAGER	
FLSA Status: NON-EXEMPT	POSITION STATUS: Grade 1, Entry Level \$13.00 Hourly

BASIC JOB PURPOSE/FUNCTION:

This team member is responsible for cleaning and disinfecting surfaces throughout the Win-River Mini-Mart property, with special emphasis on high-touch surfaces and common areas.

ESSENTIAL JOB DUTIES:

1. Deep cleans and disinfects surfaces, including but not limited to, all gas pumps and public areas, as assigned throughout scheduled shift
2. Performs cleaning and disinfecting protocols in accordance with established guidelines and safety plans
3. Assists in tracking and maintaining appropriate levels of cleaning materials
4. Responsible for stocking, storage, and labeling of cleaning materials in cleaning material stock room
5. Uses chemicals, supplies, and equipment in accordance with manufacturer safety requirements, Safety Data Sheets
6. Reports unsafe and/or unsanitary conditions to the immediate attention of the Mini-Mart Lead Cashier on duty
7. Responsible for trash removal on the Win-River Mini-Mart property as needed
8. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Win-River Mini-Mart
9. Performs all duties in a manner that adheres to the guest service standards established by Win-River Mini-Mart guest service program
10. Other duties as assigned by the Mini-Mart Manager

KNOWLEDGE, SKILLS AND ABILITIES:

Capable of interfacing with operational managers and staff, outside vendors, and service providers.

OTHER INFORMATION:

This position is for a specified period of time, generally no more than six (6) months. Classification not eligible for benefits. Tenure may be extended beyond six (6) months in accordance with the needs of the business, generally for seasonal obligations.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

Six months experience dealing with cleaning in retail environment preferred. Must be 21 years of age or older. Must have superior Guest Service skills. Must be able to pass a drug screening.

MENTAL DEMANDS:

Strong positive attitude, self-confident and honest work ethic to support success of RREDCO enterprises in the competitive private sector

PHYSICAL DEMANDS:

Must be able to stand for long periods of time. Must be able to kneel, stoop, lift, pull, and carry up to thirty (30) pounds repetitively. Must be able to use the hand truck and move cases of product up to fifty (50) pounds around the store. Must be able to pass a pre-employment drug screening.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Redding Rancheria reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between the Redding Rancheria and employee and is subject to change by the Redding Rancheria tribe.