



## Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises



### Position Description

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<b>Title:</b> Custodian	<b>Department:</b> (36) Service Housekeeping
<b>Class:</b> Service	<b>FLSA:</b> Non-Exempt
<b>Status:</b> Full Time/Part Time	<b>Pay Grade:</b> IV
<b>Supervisor:</b> Housekeeping Supervisor	<b>Subordinates:</b> None
<b>Effective Date:</b> Revised June 2014	

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#### Position Summary:

Primary responsibility is the upkeep and in-depth cleaning of the Casino, and occasional backup cleaning for Tolowa Dee-ni' Nation buildings.

#### Essential Duties and Responsibilities:

- Responsible for in depth cleaning of all restrooms within each building including mopping of floors, cleaning restroom stalls and toilets, sinks, doors chairs, mirrors and restocking of hand soap, seat liners, toilet paper rolls, and emptying all trash cans under sinks and in restroom stalls.
- Responsible for cleaning of the Lucky Seven Casino, including all floors, mopping, vacuuming and carpet cleaning, mirrors, rafters, doors (exits and entrances). And other duties as assigned by the housekeeping supervisor.
- Duties to include but not limited to vacuuming, garbage pick-ups, carpet cleaning, floor buffing, recycling, window washing, dusting and other miscellaneous housekeeping and custodial tasks.
- All entrances and exits are to remain free of any trash or litter, all glass doors are to be cleaned daily.
- Replace or remove all dirty throw rugs in each building, office or department as necessary.
- Restock and refill all cleaning supplies, label each bottle and/or container with content description in housekeeping and/or custodial supply rooms following all OSHA rules and regulations.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### Minimum Qualifications:

- High School Diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

#### Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence. Speak effectively before groups of customer or employees of an organization.

**Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to 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 move or lift up to 50 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**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. (Examples: business office with computers and printer, light traffic).

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_