MENOMINEE
CASINO RESORT

Menominee Casino Resort

1st Posting

Position	Housekeeper	**Job Status**	Part-Time
		Minimum Age	18
Wage	$10.00		
Date Posted	Monday, September 17, 2018 8:00:00 AM		
Date Closed	Friday, September 21, 2018 4:30:00 PM		

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Housekeepers are responsible for attending to the cleaning and stocking needs of the MCR/TC as well as assigned areas of the facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

☐Cleans & maintains restrooms, washing & disinfecting walls, stalls, sinks and toilets also ensuring guests toilet tissue and hand soap.
☐Vacuums all assigned carpeted areas.
☐Sweeps stairwells, halls and other non-carpeted areas, and attends to other special projects as requested.
☐Mops elevator, cleans elevator tracks, and cleans stainless steel.
☐Empties wastebaskets and empties & cleans ashtrays.
☐Cleans empties garbage and transport trash to designated areas.
☐Pushes in chairs in all areas of the gaming floor.
☐Cleans fronts, sides, and trays of machines daily from top to bottom on designated days.
☐Assists in the minor maintenance in public areas such as changing light bulbs unplugging toilets, etc. and reports problems that need further attention to the Lead Housekeeper, Manager or shift Manager on duty.
☐Restock all supplies.
☐Routinely inspects assigned work area, identifying potential problems or repair needs and notifying the Housekeeping Lead.
☐Facilitates the flow of information throughout dept. by attending scheduled meetings.
☐Adheres to performance standards, company policies and procedures as they relate to the department.
☐Must be willing and able to work nights, weekends and holidays.
☐Shall perform other duties as assigned by Lead Person, Supervisor or Facilities Manager.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able and willing to work weekends, holidays, and alternating shifts as needed. Must be self-motivated and need minimal supervision. Must be able to withstand a background check. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions. Preference given to qualified Menominee's or other Native American applicants.

EDUCATION and/or EXPERIENCE

Minimum Experience: Any experience related to housekeeping will be accepted but must be verifiable and in good standing.

SPECIAL QUALIFICATIONS

Strong organizational and interpersonal skills required.
Good Guest Service Skills (ability to deal with Guest in a professional and polite manner).

Criminal background minimum requirements

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:
*Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
*A felony conviction of any kind in the immediately preceding two years
*A crime of any kind related to gambling in the immediately preceding two years
*A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
*A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, Material Safety Data Sheets and procedure manuals. Ability to speak effectively to Guests or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, establish facts, keep records of completed work.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls: reach with hands and arms; talk or hear. The employee frequently is required to stand, walk, climb, or balance; and stoop, kneel, crouch, and bend at waist or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is exposed to the risk of electrical shock. The employee occasionally works in high places, and is occasionally exposed to extreme heat.
Work atmosphere is not smoke, noise, or dust free.

This is a Drug Free work place and employees must remain drug free throughout employment.