
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB DESCRIPTION**

REPOSTED: MAY 11, 2017 DEADLINE: UNTIL FILLED

POSITION: Custodian

DEPARTMENT: Facilities

LOCATION: Resort

SUPERVISOR: Custodial Supervisor

EMPLOYMENT: Full-Time/Part-Time

PAY RATE: Pay Grade 3 (\$8.25 to 10.13 per hour D.O.E.)

DESCRIPTION:

Responsible for the overall custodian cleaning duties of Resort and offices under the direction of the Custodian Manager/Supervisor.

RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Responsible for the cleaning of bathrooms; entrances; slot machines; glass panels; ashtrays; drinking fountains; flooring etc.
- Responsible for picking up access papers/ trash on floor and in-between machines.
- Assists in arranging stools, tables, and chairs in assigned areas.
- Assists the Custodian Manager/ Supervisor in ensuring equipment and supplies are maintained.
- Conducts constant monitoring of casino, bingo hall, and offices for cleanliness.
- Promotes positive customer relations through prompt, courteous and efficient service.
- Brings disputes and unusual customer activities to the attention of the Shift Manager.
- Knowledge of the Company's internal controls, policies and procedures.

- Knowledge of safety standards and policies concerning chemicals found in cleaning supplies and cleaning equipment.
- Maintains a consistent and regular attendance record.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Ability to read and write simple instructions, short correspondence, memos, and reports.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Must pass background checks and other pre-employment screenings.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Tribal Council: February 21, 2017