



JOB DESCRIPTIONS
JOB TITLE: HOUSEKEEPING

DEPARTMENT: Maintenance
REPORTS TO: Maintenance Manager
FLSA DESIGNATION: Non-Exempt

SHIFT: Days, Evenings, Weekends,
Holidays as needed
WAGE STATUS: HOURLY

SUMMARY:

Responsible for the overall cleanliness of the building. Performs all functions in accordance with applicable laws and gaming regulations, mission and objectives of the Wichita and Affiliated Tribes, as well as established policies, procedures and controls.

ESSENTIAL DUTIES include the following:

The following is a list of the main duties/responsibilities. However, other duties may be assigned as deemed necessary by reporting senior.

1. Takes steps to maintain and clean all assigned areas within the physical structure of the building, outside grounds, parking areas, casino floor space, public areas space and utility systems.
2. Uses equipment and supplies as required ensuring cleanliness.
3. Provides excellent customer and employee services.
4. Performs all other related and compatible duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. This position has no supervisory responsibilities.

QUALIFICATIONS:

1. Requires knowledge and experience in building maintenance and housekeeping procedures.
2. Must have an understanding of the safe use of equipment and chemicals used in cleaning.
3. Must be able to obtain and maintain a Gaming license.

EDUCATION and EXPERIENCE:

1. High School diploma or GED preferred.
2. The ability to read English and understand either written or verbal instructions.

LANGUAGE SKILLS:

Ability to read, analyze and interpret simple documents, such as safety rules, operating and maintenance instructions and procedure manuals. Ability to respond to common inquiries from fellow employees or supervisors. Be able to read and understand on-going casino promotions and be able to explain promotions to customers if asked.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to see problems and avoid situations that could be deemed to be illegal or represent a safety hazard to fellow employees or customers.

PHYSICAL DEMANDS:

The physical demands described 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 talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is required to reach with hands and arms, and to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds and push pull or drag up to 100 lbs. 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 is regularly exposed to cigarette fumes. The noise level in the work environment is usually moderate.

This establishment promotes a drug-free work environment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

PUBLIC RELATIONS:

Important attributes of any employee of the Wichita and Affiliated Tribes, Sugar Creek Casino, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

Closing:

Sugar Creek Casino is an Equal Opportunity Employer but does exercise Tribal and Native American Preference according to Federal Law.

As part of Wichita Gaming Commission license process, final candidates will be required to obtain gaming license by completing a background check with Wichita Gaming Commission, prior to being employed by the Casino. These background checks may include, but are not limited to:

- Credit Check
- Criminal Background Check



Job Description Acknowledgement Form

I have received, reviewed, and fully understand the job description for Housekeeper. I understand that this job requires Days, Nights, Evenings and Holidays and my schedule is subject to change to meet the Business Needs of the Casino. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____