



POSTED: May 31st, 2024 **DEADLINE:** Until Filled

JOB DESCRIPTION

POSITION: Housekeeper
DEPARTMENT: Hotel
LOCATION: Casino Resort
SUPERVISOR: Assistant Executive Head Housekeeper
EMPLOYMENT: Full-Time/Part-Time
SALARY/PAY RATE: \$13.00 - \$15.00/Hour (Non-Exempt) D.O.E
LICENSE STATUS: Non-Key-Employee

JOB DESCRIPTION:

Provide safety and cleanliness for patrons in hotel rooms, lobbies, entrances, hallways, pool area, exercise room etc. in a commercial establishment. Must be able to clean at least 14 rooms based on an 8-hour day.

RESPONSIBILITIES:

- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- Knowledge in all aspects of housekeeping duties including making beds, dusting, vacuuming, washing windows, cleaning/disinfecting bathrooms, etc.
- Basic maintenance knowledge is necessary at times.
- Clean hotel rooms in a neat efficient manner according to our standards.
- Rendering of personal assistance to hotel guests.
- Other duties assigned by Executive Head Housekeeper.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- 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 G.E.D.
- Ability to utilize/learn safety procedures.
- Ability to follow basic orders written and oral.
- Ability to be a team player.

- Must have good communication skills.
- Ability to use common sense understanding to carry out detailed written and oral instruction.
- Must have good time management.
- Excellent organizational skills.
- Ability to work flexible hours, weekends, and holidays.
- Must pass background checks and other pre-employment screenings.

PHYSICAL REQUIREMENTS:

- Lift up to 50 pounds.
- Physically active work with prolonged walking and standing.

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.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.

Northern Waters Casino Resort

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Sign _____ Date _____