
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB DESCRIPTION**

OCTOBER 9, 2017 DEADLINE: UNTIL FILLED

POSITION: Housekeeper
DEPARTMENT: Hotel
LOCATION: Resort
SUPERVISOR: Assistant Executive Head Housekeeper
EMPLOYMENT: (1) Full-Time & (1) Part-Time
SALARY/PAY RATE: Pay Grade 4 (\$8.50 - \$10.41 per/hr. D.O.E.)

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 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.
- 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.

WORKING CONDITIONS:

- Subject to internal working conditions including a smoking environment and alcohol establishment.

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: January 26, 2017