



JOB DESCRIPTION

Muckleshoot Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Facilities Lead

HR UPDATE: 4/2019

GAMING LICENSE REQUIRED: Class IIB

GRADE: 8

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Facilities Supervisor I

POSITION REPORTS TO: Facilities Supervisor II

JOB SUMMARY: Performs maintenance and housekeeping duties as required. Keeps Bingo facility clean during business hours and ready for the next business day. When acting as relief supervisor, provides direct supervision of maintenance crew. Oversees cleaning of Bingo facility and grounds. Delegates responsibility to housekeeping crew. Performs some administrative duties to assist Maintenance Manager in the daily operation and supervision of department. This job has no management authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Greet visitors, staff, and the general public in person promoting positive guest relations, answering questions, screening and responding to inquiries, and referring or directing them when necessary to the appropriate persons.
3. Comply with the standard operating procedures of the department.
4. Keeps Bingo clean as delegated by Facilities Supervisor.
5. Clean tile, vinyl and carpeted floors.
6. Pick-up and remove trash and recyclable materials from the building.
7. Empty and clean ashtrays.
8. Clean and stock restroom facilities.
9. Create, facilitate and maintain a positive work environment.
10. Smile and engage Guests and Employees with a positive professional demeanor.
11. Perform other duties as assigned.

EXTENT OF JOB AUTHORITY: Proper care of housekeeping equipment. When acting relief supervisor, oversees housekeeping crew.

Number of Initial Direct Reports: 14 (which may vary or change at any time)

Number of Initial Indirect Reports: 0

Scope of Management Authority: Lead: Operates with some responsibility as a lead person; does not have budget authority; reports to Supervisor level

Hiring Decisions: No

Disciplinary Actions: Recommends

Termination Decisions: No

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent required.
- Minimum two (2) years verifiable industrial janitorial experience to include office spaces, kitchen spaces and general grounds cleaning.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Exhibit ability to work independently with occasional instruction or assistance.
- Demonstrate ability to follow oral and written instructions.

OPENS: 7/22/19

CLOSES: Until Filled



YOUR HOME
FOR M A C R O N G O

JOB DESCRIPTION

Muckleshoot Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

- Demonstrate ability to communicate effectively both verbally and in writing.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Working knowledge of health & safety standards, and safety regulations, as needed.
- May be required to climb ladders and/or handle hazardous chemicals.

OPENS: 7/22/19

CLOSES: Until Filled