



MUCKLESHOOT INDIAN BINGO



JOB POSTING

Muckleshoot Indian 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: Housekeeper

HR UPDATE: 1/2020

GAMING LICENSE REQUIRED: Class IIB

RANGE: \$14.50

STATUS: Hourly, Non-Exempt

POSITION REPORTS TO: Facilities Lead or Supervisor

JOB SUMMARY: The Housekeeper performs housekeeping and cleaning maintenance duties as required. Keeps bingo building clean during business hours and ready for the next business day. 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 promoting positive guest relations and responding to inquiries and referring or directing them when necessary to the appropriate persons.
3. Keeps Bingo clean as delegated by the Facilities Lead/Supervisor.
4. Clean tile, vinyl and carpeted floors in the Bingo Hall as directed.
5. Pick-up and remove trash and recyclable materials from the building.
6. Empty and clean ashtrays.
7. Clean and stock restroom facilities.
8. Operate housekeeping equipment, vacuums etc. as directed.
9. Maintain utmost confidentiality regarding all information, both written and verbal.
10. Comply with the standard operating procedures of the department.
11. Create, facilitate and maintain a positive work environment.
12. Smile and engage Guests and Employees with a positive professional demeanor.
13. Perform other duties as assigned.

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

- High school diploma or GED equivalent recommended.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail.
- Exhibit ability to work independently with occasional instruction or assistance.
- Demonstrate ability to follow oral and written instructions.
- 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.
- Demonstrate ability to work with confidential information and correspondence.
- Must be able to stand/walk for extended period of time, or throughout shift.
- May be required to climb ladders and/or handle hazardous chemicals.
- Must pass a background check and drug test.

JOB DEMANDS

PHYSICAL

OPENS: 1/31/2020

CLOSES: Until filled



MUCKLESHOOT INDIAN BINGO

JOB POSTING



Muckleshoot Indian 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Shift work, holidays, weekends, or nights may be assigned.

Ability to maneuver in all areas of bingo, ascent/descent from stairs, frequent standing, walking, sitting, reaching, stooping, kneeling or crouching, and/or prolonged periods of time focusing on tasks. Ability to lift at least 25 lbs. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance.

Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner. Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences. Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.

MENTAL

Social perceptiveness to assess and understand other's reactions and behavior. Critical thinking to use logic and reasoning, reach conclusions/solutions. Comprehension in assessing, analyzing, and processing alpha, numeric, and visual data and completing required tasks or documents accurately. Ability to tolerate stress and conduct tasks under critical deadlines. Ability to concentrate on task over a period of time without being distracted.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing functions of his/her job and in areas monitored by security or surveillance cameras. Work in bingo operations and/or internal or external environments occasionally. Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures/weather conditions.

- *This list of minimum essential functions is illustrative of the minimums ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed as the maximum expectation, nor does it necessarily list all possible duties that may be assigned.*
- *Success in this position will require ongoing knowledge and application of Company driven performance indicators that include but are not limited to interpersonal and communication skills, change leadership and teamwork, customer service and satisfaction, attendance and punctuality, integrity and dependability.*
- *All duties shall be performed in accordance with Muckleshoot Bingo's policies & procedures, internal control standards, and organizational objectives.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

OPENS: 1/31/2020
CLOSES: Until filled