



## VACANCY ANNOUNCEMENT

**RECRUITMENT #:** 08-030

**POSITION:** HOUSEKEEPER (Graveyard)

**RESPONSIBLE TO:** Facilities Shift Supervisor

**SALARY:** Grade 2 \$9.00 - \$11.74 Per Hour  
Grade 3 \$10.08 - \$13.15 Per Hour

**Wage is determined by funding, experience, and training level and normally is not above mid-range.**

**CLASSIFICATION:** Non-Management, Hourly, Regular, Full-Time,

**SECURITY CLEARANCE:** Low

**BENEFITS:** Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### **INTRODUCTION**

The primary purpose of the Housekeeper is to maintain the cleanliness of the facility, which includes the gaming floors, administration areas, and Garden level.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Perform janitorial duties, including sanitizing, mopping, vacuuming, waxing, buffing, and dusting
2. Responsible for collecting and properly disposing of all trash in and around the facility in designated area.
3. Properly use chemical cleaners and supplies as directed and in a safe and healthful manner to self, other team members, and guests.
4. Maintain gaming area at all times, including emptying and cleaning ashtrays, dusting of machines, carpet sweeping, vacuuming and extract of all carpet areas, and disposing of empty cups around machines.
5. Maintain a professional and courteous attitude towards all guests and team members at all times.
6. Responsible for stocking supplies in the rest rooms and keeping restrooms clean and attractive continuously.

7. Periodically utilize company vehicle to pick up supplies.
8. Adhere to established department rules, regulations, policies, and procedures.
9. Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of safe and proper chemical mixtures, storage, and use, in accordance with requirements.
- Ability to read, comprehend, and follow directions on equipment, cleaning chemicals, and instruction.
- Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
- Ability to lift up to 75 lbs., stand for long periods of time, bend, push, pull, and walk long distances.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

### **SUPERVISORY CONTROLS**

The Housekeeper works under the direct supervision of the Facilities Shift Supervisor, who provides general direction. Work is assigned in the terms of urgency and objectives. The Housekeeper must be able to work independently and follow instructions.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- High School Diploma or Equivalent, **REQUIRED.**
- Non-Indians must be at least 21 years of age, **REQUIRED.**
- Enrolled Indians who are at least eighteen (18) years of age, **REQUIRED.**
- Six (6) months previous experience in housekeeping, **PREFERRED.**
- Must submit to and clear an Alcohol/Drug Screen, **REQUIRED.**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission
- Indian Preference will apply.

### **APPLICATION PROCEDURES**

Submit a **Kla-Mo-Ya Casino Application for Employment** with supporting documentation to:

Kla-Mo-Ya Casino  
Attention Human Resources  
34333 HWY. 97 N  
Chiloquin, OR. 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with the Kla-Mo-Ya Casino Team Handbook, priority selection will be given to the qualified applicants who present proof of eligibility for *Indian Preference*.

**Applications will not be returned.**

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**SPECIAL REQUIREMENTS**

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.

Revised: 4/3/07 dp  
Revised: 4/1/08 dp