



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

www.klamovacasin.com

HOTEL HOUSEKEEPER

INTRODUCTION

Reporting to the Housekeeping Supervisor, the Housekeeper is responsible for all Hotel housekeeping duties and maintaining the cleanliness of the facility, which includes all rooms, main lobby and public areas. Other duties may be assigned as needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Perform janitorial duties, including sanitizing, mopping, vacuuming, waxing, buffing, and dusting
- Responsible for collecting and properly disposing of trash in and around the facility in designated area.
- Properly use chemical cleaners and supplies as directed and in a safe and healthful manner to self, other team members, and guests.
- Maintain proper cleanliness of hotel rooms and areas at all times.
- Maintain a professional and courteous attitude towards all guests and team members at all times.
- Responsible for stocking supplies in the rest rooms and keeping restrooms clean and attractive continuously.
- Periodically utilize company vehicle to pick up supplies.
- Adhere to established department rules, regulations, policies, and procedures.

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 Housekeeping 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, **PREFERRED.**
- 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 pass pre-employment background check. **REQUIRED**
- Indian Preference will apply.