

Spotlight 29 Casino Job Description



Job Title: Custodian
Department: Facilities

SUMMARY:

Keep premises of Casino building in clean and orderly condition by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Clean and polish marble surfaces, and trim.
- Use all heavy equipment for cleaning such as buffer, waxes, carpet shampooer, and others.
- Clean or vacuum hallways, lobbies, lounges, rest rooms, corridors, elevators, elevator landing stairways, escalators and other work areas.
- Sweep, scrub, wax, and polish floor.
- Clean rugs, carpets, upholstered furniture and draperies.
- Dust furniture and equipment.
- Polish metalwork.
- Wash walls, ceiling and woodwork.
- Wash windows, door panels and sills.
- Empty and clean wastebaskets and ashtrays.
- Transport trash and waste to disposal area.
- Replenish rest room supplies to restrooms and housekeeping rooms.
- Transport small equipment or tools between departments.
- Caution management regarding complaints about misuse of property.
- Communicate job issues appropriately and only based on facts.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS).

- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- One to three months related experience and/or training; or equivalent combination on education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups