



TORTOISE ROCK  
CASINO

## Spotlight 29 Casino Job Description



**Job Title:** Uniform Attendant  
**Department:** Facilities  
**Reports To:** Wardrobe Supervisor  
**FLSA Status:** Non-exempt  
**Prepared By:** Sharon Marshall  
**Prepared Date:** July 11, 2012  
**Approved/HR:** Theresa Mike  
**Approved/GM:** Tom Sedlock  
**Approved Date:**

### SUMMARY:

Issue and collect uniforms and related supplies to employees 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: “We are here for the guest. Period”
- Issue uniform and related supplies to new hire employees prior to start of scheduled work week upon presentation of the gaming license.
- Maintain uniforms and related supplies in an orderly manner to insure prompt distribution and collection of said items.
- Inspect uniforms prior to issuance to insure they are clean and in proper repair before distributing to employees.
- Inspect uniforms upon return from employees to note which uniforms must be cleaned and/or repair.
- Assist in the maintaining of records of uniform inventory to insure adequate supply to meet daily requirements
- Assist the department manager in the preparation of purchase request and change notices.
- Assist in verification of quantity and quality of stock received from manufacturer.
- Receive uniforms returned from employees and schedules laundry service.
- Maintain inventory of clean laundry received and issued.
- Advise department manager of items that are in need of repair and/or replacement.

- Insure the work area is maintained in a clean, orderly and efficient fashion at all times.
- 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):**

- High school diploma or equivalent preferred but not required.
- Basic computer knowledge and skills for word programs, excel and internet.

**CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass periodic random drug screens
- 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.

Ability to sustain repetitive motions (standing, bending, lifting, climbing, reaching etc.) for long period of time required. The employee must be able to lift up to 40 pounds.

**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.
- 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

**I have read and understand all of the elements of the above Uniform Attendant Job Description.**

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**Signature**

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**Date**