

Baraga Property

16449 Michigan Avenue
 Baraga, MI 49908
 906-353-4145
 Fax: 906-353-8786

**Marquette Property**

105 Acre Trail
 Marquette, MI 49855
 906-249-4200 x204
 Fax: 906-249-9610

Human Resource Office**OJIBWA CASINOS POSITION DESCRIPTION**

JOB TITLE: Room Attendant
 Part time

DEPARTMENT: Motels

LOCATION: Baraga

SUPERVISOR: Housekeeping Supervisor

WAGE: Grade 2
 MIN. \$ 8.61 MAX. \$ 10.17

CLOSING DATE:

Applicants will be placed in a pool and notified as positions become available.

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
 16449 MICHIGAN AVENUE
 BARAGA, MI. 49908

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary (Waived for individuals 62 years of age and above and meet all the qualifications in the job description). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
1. Must be 18 years of age or older.
 2. Institutional cleaning experience is recommended.
 3. Must be willing to work diverse shifts, including nights, weekends and holidays.
 4. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.

POSITION SUMMARY: This position is responsible for maintaining cleanliness and sanitation of the motel guest rooms and motel proper including reporting room status discrepancies and maintenance problems to their supervisor. This is a non-exempt position. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Clean guest rooms/suites as assigned up to the standards prescribed in the motel standard operating procedures. Handle all guest requests as soon as possible.
2. Clean guest bathrooms, bedrooms and sitting areas to a high level of cleanliness according to motel standards.
3. Makes beds with clean linen and place clean linen in bathrooms on a daily basis. Maintain supplies, linen and materials as provided. Deliver soiled laundry to laundry room.
4. Wear proper attire: clean uniform and nametag at all times.
5. Dust rooms (including end tables, desks, dressers, etc.) on a daily basis.
6. Vacuum guest rooms daily.
7. Replace room amenities, literature and other items as prescribed by hotel standard operating procedures.
8. Clean doors, mirrors, draperies and other surfaces in the room.
9. Empty wastebaskets and ashtrays. Replace wastebasket liner and clean ashtrays.
10. Remove food trays, dishes, glasses, etc. from rooms. Return lost items to housekeeping at end of day.
11. Check closets for the proper number of hangers and laundry bags and replace as needed.
12. Report all “do not disturb” or “refused services” to supervisor.
13. Communicate all cleaned rooms to supervisor.
14. Return to unfinished rooms as requested to complete tasks or replace missing items.
15. Maintain knowledge of cleaning supplies issued daily to ensure that they are used according to the instructions to avoid injury/accidents or damage to motel property.
16. Check with supervisor upon completion of room assignments before leaving for the day.
17. Assist with preventive cleaning program as assigned.
18. Attend all meetings related to housekeeping.
19. Comply with all motel policies and standard operating procedures of the motel and the Resort.
20. Cleans all areas assigned and performs non-routine functions, such as various special cleaning projects assigned by the Housekeeping Supervisor.
21. Must identify safety hazards/maintenance issues and report them to their supervisor.
22. Must report all maintenance issues
23. Perform laundry functions as needed (sorting, washing, drying, folding and stocking).
24. Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to stand for long periods of time, walk continuously and occasionally sit, bend/stoop, squat, kneel, reach, twist, carry and lift up to fifty (50) pounds.
2. Must be able to clean ten (10) plus rooms per day.
3. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe’s Drug and Alcohol Free Workplace Policy during the course of employment.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.