

**Baraga Property**

16449 Michigan Avenue  
Baraga, MI 49908  
906-353-4188  
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:** Casino Housekeeper

**DEPARTMENT:** Casino Housekeeping

**LOCATION:** Baraga

**SUPERVISOR:** Housekeeping Supervisor

**WAGE:** Grade 5 (Min: \$12.00/hr)  
Part-time (*up to 37 hours/wk*)  
Non-Exempt Position

**CLOSING DATE:** Continuous

**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.**

**TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:**

*(Applications may be obtained on the Ojibwa Casino website or from Human Resources)*

You may email to [hr@ojibwacasino.com](mailto:hr@ojibwacasino.com) **OR**

16449 MICHIGAN AVENUE  
BARAGA, MI 49908  
**FAX: 906-353-8786**

**OR**

105 ACRE TRAIL  
MARQUETTE, MI 49855  
**FAX: 906-249-9610**

**POSITION SUMMARY:** This position is responsible for cleaning, sanitizing and maintaining an orderly appearance of the Casino public areas and restrooms. This position ensures that quality standards, safety guidelines and customer service expectations are met. This is a non-exempt position.

**QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma, GED or High School Certificate of Completion is preferred.
2. Must be at least 18 years old.
3. Must be able to follow oral and written instructions.
4. Willingness to perform routine, repetitive tasks on a continuous basis.
5. Must be willing to work diverse shifts, including nights, weekends and holidays.
6. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
7. Familiarity with the proper use of all cleaning equipment and cleaning solvents and solutions, preferred.
8. Must have a satisfactory work and attendance record.

## **DUTIES AND RESPONSIBILITIES:**

- Represents Ojibwa Casino in a positive manner; with pleasant, tactful, courteous behavior.
- Performs routine, light manual work in cleaning gaming areas, offices, hallways and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, extractors and dusters.
- Sweeps, mops, scrubs and vacuums public areas, hallways, office spaces and gaming areas.
- Cleans and sanitizes restrooms daily, including commodes, sinks, floors, maintaining hand towels, tissues and soap.
- Dusts and cleans walls, doors, windows, woodwork and furniture.
- Empties all trash containers in gaming areas and offices.
- Cleans all assigned areas and performs non-routine functions, such as various special cleaning projects assigned by the Housekeeping Supervisor &/or Asst. Housekeeping Supervisor.
- Responsible for the safe and proper mixing and use of cleaning solutions and adheres to all safety precautions.
- Completes all tasks in a satisfactory and timely manner, in accordance of assigned cleaning area.
- Reports equipment/cleaning product needs and/or malfunctions to supervisor in a timely fashion.
- Maintains; cleans equipment used for cleaning.
- Restocks cabinets/storage-areas with housekeeping supplies before the end of each shift.
- Cooperates with supervisor, customers, fellow employees and other departments.
- Enforces company safety procedures and practices at all times.
- Identifies safety hazards and reports them to the proper authority.
- Supports emergency cleaning needs, i.e. spills, etc.
- Assists wait staff with keeping ash trays emptied and ensuring areas around the slot machines are kept clean and free of trash.
- Assists kitchen and bar staff with their work areas, to ensure they are kept clean and organized.
- After the training period is completed, must be able to accomplish all responsibilities without supervision and do so without injury to oneself and other individuals.
- Performs all other job related duties as assigned by their supervisor.

## **PHYSICAL REQUIREMENTS:**

1. Must be able to stand, sit, walk and bend/stoop continuously for long periods of time.
2. Must be able to lift/carry up to fifty (50) pounds, push/pull a maximum of fifty (50) pounds.
3. Must be able to tolerate varying levels of noise, dust and/or smoke.
4. Employee must pass a pre-employment background check, physical and drug screen

*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.*