



Ho-Chunk Nation

Job Description



TITLE: Environmental Service Heavy Duty Cleaner		JOB CODE: ESHD
Business		EEO: 8
Non-Exempt	Flex	PAY GRADE: 9
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

In order to provide a clean and healthy environment for casino guests and employees, this position strives to improve the ambiance of the facility through detailed cleaning of the casino, convention center, bingo hall, public areas and restrooms. Proper care of the facility is a necessary function to ensure full useful life of fixtures and finishes throughout the facility; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

Primary:

1. Maintain the cleanliness of a multi-level facility, ensuring a safe and healthful environment for guests and team members.
2. According to training and safety standards, and as necessitated by the condition of the facility; safely operate equipment and use supplies.
3. Perform equipment preventative maintenance according to manufacturer specifications, SOP'S and as requested.
4. Maintain a neat and orderly work area by following proper procedures and displaying diligence on completion of assignments.
5. Maintain a positive working relationship with fellow employees, other departments, and the general public by exhibiting a pleasant demeanor daily.
6. Clean specialized surfaces as directed by departmental SOP's.
7. Sweep and mop tile, brick, concrete, and all other hard surfaces at least one day in the five day period and as requested.
8. Operates extractor equipment, floor scrubber, shampoo machine, polishing machine, special vacuum cleaners and scrubbers, and escalator cleaning equipment in accordance with safety standards set by OSHA and the Ho-Chunk Nation.
9. Perform detailed cleaning of Casino, Convention Center, Bingo Hall – all public and employee areas as depicted by departmental SOP's.
10. Perform floor care, including but not limited to: vacuuming carpeted areas, carpet bonneting and extraction, sweeping, mopping, hard floor strip and wax, maintenance, and refurbishment as directed.
11. Clean specialized items such as: lights, ceiling tiles, sculptures, and other similar fixtures as directed.
12. Follows directives given by supervisor; follow chain of command.
13. Report safety concerns and equipment problems to supervisor immediately.

Secondary:

1. Promote employee and public relations, effectively represents Environmental Services through inter-departmental relations, and maintains a courteous attitude toward fellow employees and patrons.



2. Must be neat in appearance, follow the departmental dress code, and report to work in uniform.
3. Demonstrate initiative, self-motivation, and the ability to work in a team setting.
4. Follows the departmental Standard Operating Procedures, the Ho-Chunk Nation Employee Relations Act of 2004, Radio Communications/Usage, Safety Procedures, Hazardous Communication/Blood borne Pathogens, and OSHA requirements.
5. Attend training and mandatory meetings as directed.
6. Perform other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers Interfaces with inside customers
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School Diploma or equivalent is required.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002.
3. Must be bondable.
4. Dependable transportation is required.
5. Maintain confidentiality.

EXPERIENCE:

1. Minimum of one (1) year experience of utilizing industrial machinery preferred.
2. Prior professional experience is preferred: Knowledge, understanding, or previous training of cleaning, chemicals, and applications.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Basic knowledge of inventory of all units, tools, and materials of real property preferred.
2. Basic knowledge of chemical usage, storage, and disposal preferred.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Maintain a neat and clean work area(s).

WORKING CONDITIONS

1. Able to work nights, weekends, and holidays as assigned.
2. All conditions related to weather.
3. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, and climb.