



Ho-Chunk Nation

Job Description



TITLE: Environmental Service Heavy Duty Cleaner		JOB CODE: ESHD
Business		EEO: 8
Non-Exempt		PAY GRADE: 7
No Flex	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

Ensures the ambiance of the facility through detailed cleaning which maintains the appearance of the casino, public areas, and restrooms to properly care for the facility and provide a fresh and clean environment to casino guests; 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, 40 hours per week, assuring a safe and healthful environment to its guests and team members.
2. Safely operate equipment and use supplies as trained during an eight hour shift, as necessitated by the condition of the facility.
3. Perform preventative maintenance each day during the 40 hour per week shift.
4. Performs counts five days a week, in order to maintain, clean, stock supplies, cleaning compounds, and similar items.
5. Maintains a neat and orderly work area by following proper procedures and displaying diligence in completion of assignments during the eight hour shift.
6. Daily establish and maintain positive working relationships with fellow employees, other departments, and general public by being polite and courteous in manner, maintaining a pleasant demeanor.
7. Ensure proper chemical usage by measuring and mixing compounds and disinfectants, and sanitizing agents and applies according to procedure and manufacturers specifications.
8. Clean specialized surfaces as directed by departmental SOP's.
9. Sweep and mop tile, brick, concrete, and all other hard surfaces and as requested one day in the five day schedule.
10. Operates extractor equipment, floor scrubber, shampoo machine, polishing machine, special vacuum cleaners and scrubbers, and escalator cleaning equipment in accordance with OSHA and the Nation's safety standards.
11. Detail cleaning of Casino, Convention Center, Bingo Hall – all public and employee areas as depicted by Departmental SOP's.
12. Executes floor care, including but not limited to: vacuuming carpeted areas, carpet bonneting and extraction, sweeping, mopping, hard floor strip and wax, maintenance, and refurbishment every four months and as requested.
13. Cleaning of specialized items such as: light fixtures, ceiling tiles, sculptures, atrium area, bingo hall, pits, off track betting every four months, and as requested.
14. Take orders, receives multiple requests, follows directives, completes a high workload of duties and follows the chain of command.
15. Reports safety concerns and equipment problems to supervisor immediately.
16. Adhere to strict confidentiality regarding all aspects of sensitive information.



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. Reports safety concerns and equipment problems to supervisor immediately.
6. Responsible for attending training and mandatory meetings as directed.
7. Accept work orders from Environmental Services Supervisor or Manager.
8. 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. One (1) to three (3) years' experience of utilization of industrial machinery.
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. Must demonstrate the following essential knowledge and skills:
 - A. Knowledge of floor machines, and cleaning equipment.
 - B. Knowledge of cleaning chemicals, shampoo, strippers, and waxes.
 - C. Ability to handle multiple priorities in a fast paced environment.



3. Must be able to communicate effectively with employees and patrons.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Maintain a neat and clean work area(s).
3. Maintain good working relationships with all.

WORKING CONDITIONS

1. Able to work nights, weekends, and holidays as assigned.
2. Smoking atmosphere.
3. All conditions related to weather.
4. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, and climb.
5. Continuously lift up to 10 lbs. sometimes lift up to 50 lbs. and rarely lift up to 100 lbs.