



**POSTED: June 21<sup>st</sup>, 2024      DEADLINE: Until Filled**

**JOB DESCRIPTION**

**POSITION:** Custodian  
**DEPARTMENT:** Facilities  
**LOCATION:** Resort  
**SUPERVISOR:** Custodial Supervisor  
**EMPLOYMENT:** Full-Time  
**PAY RATE:** \$13.00 - \$15.00/Hour (Non-Exempt)  
**LICENSE STATUS:** Non-Key-Employee

**DESCRIPTION:**

Responsible for the overall custodian cleaning duties of Resort and offices under the direction of the Custodian Manager/Supervisor.

**RESPONSIBILITIES:**

- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- Responsible for the cleaning of bathrooms, entrances, slot machines, glass panels, ashtrays, drinking fountains, flooring, etc.
- Responsible for picking up access papers/ trash on floor and in-between machines.
- Assists in arranging stools, tables, and chairs in assigned areas.
- Assists the Custodian Manager/ Supervisor in ensuring equipment and supplies are maintained.
- Conducts constant monitoring of casino, bingo hall, and offices for cleanliness.
- Promotes positive customer relations through prompt, courteous and efficient service.
- Brings disputes and unusual customer activities to the attention of the Shift Manager.
- Knowledge of the company's internal controls, policies, and procedures.
- Knowledge of safety standards and policies concerning chemicals found in cleaning supplies and cleaning equipment.
- Maintains a consistent and regular attendance record.
- Due to the dynamic casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED
- Ability to read and write simple instructions, short correspondence, memos, and reports.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Must pass background checks and other pre-employment screenings.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023**

**Northern Waters Casino Resort**

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**Sign \_\_\_\_\_ Date \_\_\_\_\_**