

**Job Description\***

**Job Title** Environmental Service Worker

**Department** Casino Environmental Service Department

**Reports To** Casino Environmental Service Supervisor

**FLSA Status** non-exempt

**JOB SUMMARY**

Health and Safety are the primary goal of the Point Casino and Hotel. The Environmental Service Workers are responsible for ensuring the highest standard of cleanliness to support that goal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. With relationship to job duties and job responsibilities, ensure compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino Policies and Procedures.
2. Communicate with co-workers and guests in a professional, thoughtful manner.
3. Exhibit the highest level of guest experience behavior and attitude while performing all environmental service tasks in public areas. Be polite and pro-active.
4. Maintain updated knowledge of casino promotions, rewards, offerings, events and rules and communicate that information to guest in a positive, upbeat manner.
5. Responsible to maintain updated knowledge of safety protocols implemented to protect the guests and staff while performing job duties. (As pertaining to chemicals, tools, techniques, etc.)
6. Sanitize slot machine, base and chairs between guests as consistently as possible.
7. Clean offices, meeting spaces, gaming floor, hallways, lobbies, lounges, rest rooms, corridors, stairways and all other common public spaces. Sign off as completed.
8. Clean and polish lighting fixtures, marble surfaces, metalwork and trim.
9. Sweep, scrub, wax, and polish floor. May requires use of heavy-duty equipment for floor maintenance.
10. Clean rugs, carpets, upholstered furniture, and draperies.
11. Dust furniture, fixtures and equipment.
12. Wash walls, ceiling, and woodwork. Wash windows, door panels and sills.
13. Empty and clean wastebaskets, ashtrays, and transport waste to disposal area.
14. Replenish bathroom supplies and replace dispenser batteries as needed.
15. Document and distribute tools and supplies to office and workstations as requested by departments.
16. Perform additional duties necessary to support other department activities including, but not limited to, event staging, facility improvements and seasonal needs. Set up and clean up.

**QUALIFICATION REQUIREMENTS**

1. Must provide history of performing each essential duty satisfactorily.
2. Previous Customer Service Training.
3. Must be able to perform duties and maintain a neat and tidy professional appearance.
4. Must be able to perform the physical requirement listed below.
5. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Must be eligible for a class II gaming license from the Port Gamble S’Klallam Gaming Commission.
7. Valid Washington State driver’s license.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 50 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Constantly requires walking or moving about to accomplish tasks.
6. Constantly requires working with your hands; fingers; handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
7. Frequently requires stooping which entails the use of the lower extremities and back muscles.
8. Frequently requires reaching by extending the hand(s) and arm(s) in any direction.
9. Frequently requires raising objects from a lower to a higher position or moving objects horizontally.
10. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
11. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May require local travel to trainings or NKDC/PGST events.

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, nor is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*