

## Porter/Housekeeping

**Reports to: Casino Shift Manager; Maintenance & Facilities Manager**

### Job description

**Summary** Our goal as a business is to provide a clean, safe and fun environment for our guests to enjoy. It is every employee's responsibility to make certain that our casinos are kept clean and tidy for our customers to enjoy. If you see something that needs to be done to improve the condition of our facilities, you should take care of that task, unless otherwise occupied in the normal performance of your duties. This type of extra effort is mandatory if we are to succeed at our business. In addition, the Porter is responsible for the following duties:

All shifts must be able to lift up to 35 lbs, stand 95% of a 10-11 hour shift, write, speak, see and hear clearly. Employees must be able to speak conversational English to communicate with Management for essential job functions.

### AM Shift:

- Vacuum all carpeted areas in the casino.
- Thoroughly clean and mop all restrooms.
- Fill ice in all soda machines at the beginning of your shift, and at the end of your day shift.
- Mop bar areas.
- Wipe down slot bases and stools, and between all slot machines.
- Dust machines.
- Spot clean all doors and windows, and other glass or mirrors as well.
- Sweep and pick up all trash from the floor and between machines on casino floor.
- Return used glassware to the bar as needed.
- Check restrooms hourly. Restock, clean, mop as necessary.
- Empty trash buckets between machines as needed.
- As time allows, polish brass, clean mirrors and dust around casino as needed.
- Clean stools with damp cloth during slow business periods.
- Check the "to-do" lists and initial tasks when completed.
- Prior to clocking out at the end of shift, make final check of the restrooms and customer areas, spot clean as necessary.
- Notify manager on duty of any safety hazards you have observed or items that need to be addressed.
- Set up next shift for success!

### PM Shift:

- Spot clean all doors and windows, and other glass or mirrors as well.
- Sweep and pick up all trash from the floor and between machines on casino floor.
- Fill ice in all soda machines at the beginning of your shift, throughout the shift as needed, and at the end of your day shift.
- Return used glassware to the bar as needed.
- Check restrooms hourly. Restock, clean, mop as necessary & at end of shift.
- Empty trash buckets between machines as needed.
- As time allows, polish brass, clean mirrors and dust around casino as needed.

- Wipe down slot machines, bases and stools between all slot machines throughout the shift.
- Sweep and pick up all trash from the floor and between machines on casino floor throughout shift.
- Return used glassware to the bar as you make your rounds through the casino throughout the shift.
- Check restrooms at a minimum hourly. Restock, clean, mop throughout shift and right before shift change.
- Empty trash between machines as needed.
- Empty cigarette dispensers properly and safely throughout the shift.
- Maintain the sidewalks as needed throughout shift including but not limited to: spot-sweeping, picking up trash, snow removal & laying down salt to prevent ice buildup.
- Check the “to-do” lists and initial tasks when completed.
- Pull chairs and stools away from machines at closing.
- Thoroughly stock, clean and mop all restrooms.
- Empty all trash and remove to dumpster.
- After the bartender sweeps the bar areas and rolls the floor mats, the Porter should mop the bar areas.
- Prior to clocking out at the end of shift, make final check of the restrooms and customer areas, spot clean as necessary.
- Notify Casino Shift Manager of any safety hazards you have observed or items that need to be addressed.
- Set up next shift for success!

Job Types: Full-time

Pay: From \$19.00 per hour

Expected hours: 38 – 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 10 hour shift
- Afternoon shift
- Evening shift
- Every weekend
- Holidays
- Night shift
- Overtime