

# Employee Requisition Form

**Position to Be Filled:** ES Attendant

**Purpose:** Provide exemplary customer service to the Guests of the Tachi Palace Casino Resort by providing excellent janitorial service ensuring all buildings and facilities present an inviting and positive image.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Contribute to the positive image of the Tachi Palace Casino Resort by providing janitorial services throughout the facility. This includes cleaning bathrooms, lobbies, entrances, Bingo rooms, video machine rooms card rooms, training facilities and offices.
- Contribute to well stocked restrooms by replacing supplies throughout the day
- Clean up spills, pick up and empty trash, empty and replace trash containers
- Contribute to an inviting and well maintained environment by removing broken furniture or equipment throughout the facility
- Respond to service requests in a timely manner
- Maintain an accurate listing of supplies and materials used, providing the supervisor with information as requested
- Use chemicals as directed, i.e. window cleaner for windows, sanitizer for counter tops and sinks etc.
- Return all equipment and supplies to proper storage; keep storage clean and organized
- Ensure that all safety, health and environmental policies, procedures and regulations are followed
- Any other duties as assigned
- High School Diploma or GED required
- 6 months to 1 year cleaning experience in janitorial services preferred

**Reports To:** ES Supervisor

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 40

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled