



Vacancy Announcement

Title:	Houseperson
Reports To:	Housekeeping Inspector
Location:	Hotel
Salary:	\$18.50 - \$23.00 per hour, (DOE)
Classification:	Full-time, Non-exempt
Summary:	It is expected that the Houseperson keep inventories of supplies, and that they keep very detailed records of what has been delivered to Hotel rooms

Application Deadline: *Open Until Filled*

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 777-RAIN, Address: 777 Casino Way, Yreka, CA 96097, Email: human-resources@rainrockcasino.com



Position Description

Title: Houseperson
Reports to: Executive Housekeeper
Location: Hotel
Salary: \$18.50 - \$23.00 per hour, (DOE)
Classification: Full-time, Non-Exempt

Summary:

It is expected that the Houseperson keep inventories of supplies, and that they keep very detailed records of what has been delivered and when.

Essential Duties and Responsibilities

1. Keep detailed records of inventory and supplies delivered.
2. Cleaning rooms.
3. Stripping beds.
4. Delivery of items to rooms for the guest.
5. Housekeeping and cleaning.
6. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.
4. Must be able to lift and/or move up to 60 pounds.
5. Continuously stands, and walks.
6. Frequently bends/stoops, climbs, reaches above and below, kneels, and squats.
7. Occasionally crawls.
8. Continuously lifts/carries, pushes/pulls up to ten (10) pounds.
9. Frequently lifts/carries, pushes/pulls up to fifty (50) pounds.
10. Occasionally pushes/pulls up to seventy-five (75) pounds.
11. While performing the duties of this job, the team member is frequently exposed to toxic or caustic chemicals.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (preferred).
3. Apply common sense understanding to carry out simple one or two step instructions.
4. Must possess reasonable ability to communicate in English.
5. Highly self-motivated and directed.
6. Good verbal and written communications skills.
7. Keen attention to detail.
8. Pleasant telephone voice and manner required.
9. Proven analytical, evaluative, and problem-solving abilities.
10. Ability to effectively prioritize and execute tasks in a high-pressure environment.
11. Extensive experience working in a team-oriented, collaborative environment.
12. Possess and maintain a valid state driver’s license and be insurable by the RRC’s insurance carrier (preferred).
13. Willing to travel and participate in training as recommended or required.
14. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
15. Must have employment eligibility in the U.S.
16. Must adhere to confidentiality policy.
17. Must successfully pass a drug screening test and criminal background check.
18. Indian preference will be observed in the hiring process.

Veteran’s Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Original to HR
Copy to Team Member
Copy to Team Leader