

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

### **SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Senior Custodian Roving (3<sup>rd</sup> Shift)  
**POSITION NUMBER:** 02419  
**DEPARTMENT:** Facilities  
**LOCATION:** 2100 Airport Dr Green Bay WI  
**DIVISION:** Gaming  
**RESPONSIBLE TO:** Custodial Supervisor  
**SALARY:** NE05 \$10.02/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** May 9, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** May 16, 2016  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Under direct supervision of the Custodial Supervisor, this position will perform basic, routine custodial duties as well as operate machinery that is used for cleaning such as floor waxer, polisher, and extractor, for the upkeep of the Gaming Division various locations. This position is required to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Ensure exceptional customer service for internal and external customers.
2. Maintain all Gaming Division facilities in an exceptional manner.
3. Dust furniture and equipment, clean bathrooms, wash walls, clean floor tiles, and empty refuse containers.
4. Refill various dispensers (soap, tissue, paper, etc...).
5. Clean mirrors, window sills, windows and window tracks (inside and out.)
6. Vacuum carpets, dust mop and wet mop floors.
7. Clean and maintain cleaning equipment.
8. Scrub, refinish, buff, strip and maintain floors with equipment.
9. Shampoo and steam clean carpets and furniture.
10. Travel between various Gaming Facilities.
11. Adhere to and enforce all safety rules and regulations.
12. Attend and participate in departmental meetings, training opportunities/seminars relevant to this position.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, bend, stoop, and carry up to twenty (20) pounds.
2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, push/pull, lift up to fifty (50) pounds, and carry up to seventy (70) pounds with assistance.
3. Repetitive movement of both hands. Use of protective clothing and/or equipment.
4. Work is performed in a Casino setting with moderate to high noise level and exposure to unpleasant odors, dust, dirt, fumes, chemicals, and cigarette smoke. Situations where safety-toe shoes, safety goggles, or gloves may arise.
5. Work environment is **NOT** smoke, noise, or dust free.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

**STANDARD QUALIFICATIONS:**

1. Knowledge of using commercial cleaning equipment and cleaning procedures.
2. Skill in using cleaning equipment and supplies.
3. Ability to work a flexible schedule to include all shifts, weekends, holidays, and an on-call basis.
4. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
5. Ability to inform and communicate effectively verbally and in writing.
6. Ability to understand and follow oral and written instruction.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
11. A valid driver's license is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Must be eighteen (18) years of age or older.
2. High School Diploma, GED Diploma, or HSED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement. One (1) year of experience in commercial/institutional equipment and cleaning procedures, an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**