

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Night Janitor
Department: Seascape Restaurant
Reports To: Shift Supervisor
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 02/29/16
Approved By: CEO

Summary: The primary responsibility of this position entails keeping all areas in the Seascape Restaurant in clean and orderly condition and ensuring that restaurant patrons and guests are satisfied with their dining experience by performing the following duties.

Essential Duties and Responsibilities to include the following: Other duties may be assigned.

Responsible for maintaining a clean and sanitary restaurant in full accordance with State Health Regulations

May assist with deep-cleaning projects

Assists in creating and maintaining a safe work and customer environment, ensuring all sanitation regulations and procedures are followed and updated, understands the Emergency/Safety/Fire Safety systems of the facility, and maintains current knowledge of OSHA Rules and Regulations

Clean all mats

Sweep, mop and scrub all of the floors.

Clean and disinfect all sinks and drain catchments

Clean entrance and cabana doors

Clean all windows

Dust and wipe down all surfaces including rails and mantles

Clean and disinfect bathrooms including: stall doors, door knobs, toilets, toilet handles, urinal, sinks, spot cleaning walls and mopping floors, cleaning mirrors and windows, stocking paper towels, toilet paper, hand soap and toilet seat covers

Transports trash and waste to disposal area

Replaces light bulbs

Clean ceiling fans as needed

Remove and clean underneath tables and booth areas

Pull out salad bar, dairy refrigerator, and soda machine to clean under and behind equipment.

Assists other restaurant personnel with maintenance (side work, closing duties and deep-cleaning projects) as necessary

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies/Qualifications:

To perform this job successfully, an individual should demonstrate the following competencies/qualifications satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Teamwork - Balances team and individual responsibilities; supports everyone's efforts to succeed

Quality - Completes work in timely manner, with attention to detail and appearance. Ability to meet productivity standards, works quickly

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent according to personnel policy manual. Must be able and willing to work various shifts including; weekends, late evenings, and holidays.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Language Skills - Work requires effective communication in English, both verbal and written form in a professional manner.

Reasoning Ability - Ability to apply common sense understanding to carry out simple instructions with attention to details.

Education and/or Experience:

High school education or equivalent; or up to one month related experience or training; or equivalent combination of education and experience. Work permit required if appropriate.

Certificates, Licenses, Registrations:

Ability to obtain Servsafe Food Handler Certificate/Card within 30 days of employment.

Ability to pass pre-employment drug testing and random drug testing

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Signature: _____

Date: _____