



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Lodge Service Specialist  
Department: Lodge  
Reports to: Lodge Housekeeping Supervisor  
Pay Range: NE 4  
Opening Date: 03/30/2023  
Closing Date: Until Filled

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**Basic purpose or function:** The Room Attendant is responsible for the highest standard of cleanliness and sanitation in the guestrooms within established time limitations.

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### **Job Responsibilities:**

- Prepare and stock carts and cleaning supplies before and after cleaning assignments keeping carts orderly throughout the shift.
- Change bed lines daily in both stay over and check-out rooms unless explicitly requested not to do so by the guest at which time this information is to be given to the housekeeping manager or inspector for verification of this request.
- Replace any other soiled bed items such as blankets, spreads, pillows, etc.
- Thoroughly clean and sanitize all bathroom surfaces paying close attention to avoid cross contamination by using only approved cleaning/sanitation chemicals and methods.
- Clean all other room surfaces including desks, credenzas, tables, night stands, mirrors, windows, ledges, headboards, etc. with the appropriate cleaning supplies.
- Vacuum all carpeted areas from wall to wall and adjacent to furniture.
- Replace missing or used items in room including contents of informational folders, note pads, pens, ice bucket liners, plastic ware, reading material, etc.
- Report broken or damaged items to the supervisor or manager that may include frayed electrical cords, broken furniture, torn wallpaper, ripped bed spreads, damaged curtains, leaky plumbing or any other items which diminishes the appearance and value of the room.
- Dispose of trash and deliver used linens to the laundry when carts are full if housemen are unavailable for assistance.
- Maintain carts and cleaning supplies in a neat and orderly manner.
- Notify the supervisor or manager before leaving your shift.
- Return to rooms to correct omissions that have been found by the supervisor, manager or inspector.
- Exercise confidentiality when cleaning stay over rooms.
- Report any suspicious or illegal behavior to management immediately.
- Ensure the security of passkeys.
- Provide assistance to other room attendants when required.
- Maybe asked to help in laundry or public areas during busy periods.
- Communicate through the two way radio with the supervisor, manager or inspector on cleaning times beginning and ending times of each room.

### **Minimum Qualifications:**

- Ability to follow direction well.
- Must possess a pleasant, helpful attitude towards guest, co-workers and management.
- Requires stamina to perform repetitive movement.
- May be required to lift 35 pound, stand 100% of the time and bend 75% of the time.

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Human Resource Department  
Sevenwinds Casino, Lodge & Conference Center  
13767W County Road B  
Hayward, WI 54843

Doug Merrill, Training & Development Specialist  
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107