



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Lodge Service Specialist
Department: Lodge
Reports to: Lodge Housekeeping Shift Lead
Starting Rate: \$12.73 - \$15.28
Position Type: Non-Key

Basic purpose or function: The Lodge Service Specialist is responsible for the highest standard of cleanliness and sanitation in the guestrooms within established time limits.

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 stayover 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 shift lead for verification of this request.
- Replace any 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, nightstands, 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 bedspreads, 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 assistance is unavailable.
- Maintain carts and cleaning supplies in a neat and orderly manner.
- Notify the shift lead or manager before leaving your shift.
- Return to rooms to correct omissions that have been found by the shift lead or manager upon inspection.
- 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 service specialists when required.
- Maybe asked to help in laundry or public areas during busy periods.
- Communicate through the two-way radio with the shift lead and manager on cleaning times, beginning and ending times of each room.

Minimum Qualifications:

- Ability to follow direction well.
- Must possess a pleasant, helpful attitude towards guests, co-workers and management.
- Requires stamina to perform repetitive movement.
- May be required to lift 35 pounds, 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

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

Tina Coss, Human Resources Director
715-634-5643 Ext. 6107

Tamara Christman, Training Specialist
715-634-5643 Ext. 6121