



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Temporary Cart Driver
DEPARTMENT:	Transportation
REPORTS TO:	Transportation Manager
SALARY:	Grade 2, Entry \$11.00/hourly
FLSA STATUS:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member is responsible for ensuring the safe and orderly transportation of guests and team members on assigned routes throughout the Resort & Casino's grounds

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Performs daily cart safety check
2. Greets guests and provides information regarding Win-River Resort & Casino's events, services, promotions, and programs
3. Identifies and reports any irregular, unsafe, or hazardous conditions
4. Maintains an excellent safety record
5. Reports all necessary maintenance to the Transportation Manager immediately
6. Assists patrons while boarding or disembarking the cart as necessary
7. Attends all meetings and training as required
8. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
9. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guests service program
10. Other duties as assigned by the Transportation Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

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EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- A valid California Driver's License and have current insurance is required
- An excellent driving record is required
- Strong interpersonal skills to achieve high customer service standards is required
- A strong combination of written and verbal communication skills to write, read, and comprehend written correspondence, concurrent with the ability to effectively communicate with guests and team members of the organization is required
- The ability to safely operate a cart is required
- Knowledge of common traffic laws is required
- The ability to obtain and maintain current CPR and first aid certificates is required

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, or sit for an extended period of time, up to eight (8) hours or more, is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required
- The ability to lift up to fifty (50) pounds is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- This position is for a specified period of time, generally no more than six (6) months. Classification not eligible for benefits. Tenure may be extended beyond six (6) months in accordance with the needs of the business, generally for seasonal obligations

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace; applicants must be able to pass a pre-employment drug and alcohol screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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