

**HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION**

Approved by Council: 07/30/2019

Rollerama Part-Time Attendant

Status: Part-Time 10 to 15 hours a week

Supervised by: Rollerama Manager

Salary Scale: \$14.15-17.79

Role: Will be responsible for the duties associated with rental operations and helping clients at the Rollerama Skating and Rental Facilities

Duties and Responsibilities:

1. Ability to work varied schedules 7 days a week.
2. Capable of working nights and weekends.
3. Perform all of the duties needed to maintain a safe, sanitary and healthy environment pertaining to all activities that take place at the Rollerama Skating Rink and Rental Facility.
4. Ability to work and communicate well with the general public.
5. Responsible for cleaning and maintaining a clean work environment at the Rollerama including but not limited to the building, bathrooms and grounds.
6. Ability to be creative and communicate ideas.
7. Ability to work under pressure and on a timely schedule.
8. Competent in conflict resolution.
9. Daily accounting and inventory control processing.
10. Ability to operate a cash register, make correct change in cash transactions and perform daily cash ups.
11. Ability to operate a computer and sound system.
12. Food preparations and kitchen duties.
13. Highly organized and motivated disposition.
14. All other duties as deemed necessary and assigned by Management.

Qualifications:

- Must possess a valid Maine State Driver's License, complete a Department of Motor Vehicle background check, and have reliable transportation.
- Complete State and Federal Criminal background check.
- Complete and pass HBMI drug testing procedures.
- Effective written and verbal communication skills, organizational skills, ability to prioritize and handle multiple tasks.
- Good organizational skills.
- Capable of daily physical labor.
- Hospitality background a plus.
- Native American preference

Applications are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office.

For information or a job description please either call the Administration Office at 532-4273 or e-mail hr@maliseets.com. A complete job description can be found at Maliseets.net, select career opportunities then job listings.

If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by the Tribe.

Applications will be accepted until close of business on September 5th, 2024

TO APPLY: Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.