



Employee Requisition Form

Position to Be Filled: ES Assistant Manager

Responsible for effectively running shift crew, and the housekeeping of the Casino and ensuring that the facility is kept clean and maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to Supervise and coordinate the activities of the Environmental Services Supervisors and Attendants.
- Have a thorough knowledge of Casino cleaning procedures, equipment, and supplies.
- Inspect cleanliness of facility, sanitation, and infection control. Take corrective actions when necessary.
- Must have ability to review and present statistics regarding Casino cleaning performance.
- Prepare work schedules and maintain adequate staffing.
- Assist in monitoring and maintain all controls for Environmental Services Operation logs and records, operating budgets such as payroll, supplies, and equipment.
- Training of staff on OSHA requirements and chemical usage.
- Maintains a consistent and regular attendance record.
- Properly trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure compliance with all Human Resource policies and procedure, promote an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure that all safety, health, and environmental policies, procedures, and regulations are followed.
- High school diploma or general education degree (GED) required. Associates degree preferred.
- 5 years experience in environmental services atmosphere.
- Minimum 2 years Supervisory experience.
- Basic knowledge of Microsoft office products.
- Full knowledge of OSHA rules and regulations.
- Knowledge of occupational hazards and necessary safety precautions.
- Excellent safety and sanitation skills.
- Experience may substitute for education.
- Any other duties as assigned.

Reports To: Environmental Manager
Approximate Hours: Full time
Filling Deadline: Open Until Filled

