



## Employee Requisition Form

**Position to Be Filled:** ES Deep Cleaning Supervisor

**Responsible:** for Supervising, directing, and coordinating the activities of Deep Cleaning Attendants.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates the activities of the Environmental Service Deep Cleaning Attendants to ensure that all work is complete to company standards.
- Prepare various reports.
- Attend and participate departmental staff meetings.
- Assures proper safety standards and precautions are followed; establishes and implements effective safety training.
- Maintains time, material and equipment use records, requisitions supplies and materials.
- 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 procedures, 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.
- Minimum 5 years work experience in Environmental Services.
- Supervisory experience helpful.
- Knowledge and experience with hand tools and mechanical equipment which include walk behind and pull extractors for carpet, auto scrubber, high and low speed buffers for tile floors, and small handheld extractors.
- Prior experience in casino environment preferred.
- Knowledge of occupational hazards and safety OSHA procedures.
- Any other duties as assigned.

**Reports To:** ES Manager

**Approximate Hours:** Full time

