



Employee Requisition Form

Position to Be Filled: ES Supervisor

Responsible for ensuring that the facility is kept neat and clean through the work of the Environmental Services Attendants

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate the activities of the Environmental Service Attendants to ensure the janitorial work of the Casino is complete, work orders complete, and that all areas that need to be cleaned are cleaned.
- Schedule employee work, check employee time and ensure employees are performing all the janitorial duties that are required.
- Monitor the performance on employees, conduct performance appraisals, and hold disciplinary meetings as required.
- Prepare various reports and send them to the manager for approval.
- Attend and participate in weekly departmental staff meetings.
- Properly trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure that all safety, health, and environmental policies, procedures, and regulations are followed.
- High school diploma or general education degree (GED) required.
- Minimum 5 years work experience in Environmental Services.
- Supervisory experience helpful.
- Must be able to work with minimum supervision and have good initiative to stay productive.
- Excellent verbal and active listening skills.
- Must be able to read and write common vocabulary.
- Excellent organizational skills.
- Any other duties as assigned.

Reports To: ES Assistant Manager

Approximate Hours: Full time

Filling Deadline: Open Until Filled

