



## Employee Requisition Form

**Position to Be Filled:** ENVIRONMENTAL SERVICES MANAGER

**Purpose:** Responsible for directing Environmental Service staff to ensure clean, orderly, and attractive conditions of the Tachi Palace Casino through subordinate supervisory staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes standards and procedures for work of the Environmental Service staff.
- Inspects and evaluates physical condition of the Tachi Palace Casino Resort.
- Order material and other equipment for the department as required.
- Ensures the department works within its budgetary constraints and reports any variances between actual and budgeted costs.
- Communicates and keeps current with all safety and sanitation policies and procedures that impact the property.
- Provide training for all staff, ensuring job competency and efficient operations.
- Approve staff work schedules and monitor department for adequate staffing.
- Ensure that employees are reporting to work on time.
- Conduct interviews and hire of new staff members when necessary.
- Conducts staff meetings to discuss new or modified procedures within the department.
- Comply with all departmental policies, procedures, and directives.
- 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 procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Technical Trade School, technical skills training, or any college degree preferred.
- High school diploma or general education degree (GED) required.
- Minimum 3 years of supervisory experience of 15 or more people.
- Minimum 5 years of Environmental Services experience.
- Strong budgetary, projection, and cost control skills.
- Proficient in computers including Microsoft Office Products.
- Any other duties as assigned.

Reports To: Facility Director  
Approximate Hours: Full time

