



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Housekeeping Supervisor
Class: Management
Status: Full Time
Supervisor: Facilities Manager

Department: (36) Service Housekeeping
FLSA: Non-Exempt
Pay Grade: V
Subordinates: Housekeeping &
Custodial Employees

Effective Date: Revised June 2014

Position Summary:

Responsible for overseeing the daily tasks of all housekeeping and custodial personnel in regard to their duties throughout the Casino, Annex and occasional backup cleaning for Tolowa Dee-ni' Nation buildings.

Essential Duties and Responsibilities:

- Responsible for employee work schedules, oversight of staff, and associated paperwork.
- Ability to give quarterly evaluations, and employee disciplinary actions.
- Scheduling holidays, and employee weekly work schedules.
- Reconciling time sheets.
- Responsible for the development of housekeeping's annual budget, and maintaining budget and overtime restraints.
- Ordering of all supplies and minor equipment for the maintenance of all facilities under specified supervision.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence. Speak effectively before groups of customers or employees of an organization.

Mathematical Skills:

Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability:

Apply common sense of understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance and retention of a gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

Work Environment:

While performing the duties of this job, the employee may be in contact with cleaning fluids and lubricants. Employee is regularly exposed to cigarette smoke. The noise level in the work environment is usually moderate. (Examples; business office with computers and printer, light traffic)

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____