



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> ENVIRONMENTAL SERVICE SUPERVISOR		<b>JOB CODE:</b> ESSP
Business	<b>EEO:</b> 8	<b>PAY GRADE:</b> 12
Non Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for general housekeeping and appearance of the facility to insure clean, orderly, and attractive conditions, which ultimately enhances every interaction for our guests and employees, customer service is our top priority for both our internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Supervises and coordinates activities of Environmental Service Persons, including specialty assigned workers to provide upkeep, cleanliness, and maintenance of a multi-level, multi-functional facility, assuring a safe and healthful environment to its guests and team members daily.
2. Inspects facility daily, multiple times throughout shift to determine need and extent of service.
3. Train, assign, direct, and review the work of assigned workers daily.
4. Daily oversight of the establishment of work schedules, appropriate follow-up procedures, quality control review and all administrative functions.
5. Generate reports, record and maintain payroll forms for shift associates weekly.
6. Maintain and resolve assignments sheets, inspection forms, equipment and supply logs, and specialty assigned associates and team cleaning duties, work orders, incident reports, evaluations, disciplines, and other work related documents on a daily basis.
7. Responsible for handling, resolving, and providing proper discipline for conflicts /disputes or inadequate job performance which may occur at a minimum of 2 times per month or more.
8. Responsible daily for implementation of a preventative maintenance program.
9. Daily responsibility for equipment usage and project completion.
10. Daily promote positive public and employee relations.
11. Other duties as assigned daily within the scope of the job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level.
Organizational Accountability	Managers work group within a sub unit of a department.
Financial Accountability	Monitors expenditures
Customer Accountability	Interacts with regulatory authorities. Interfaces with outside customers. Interfaces with inside customers.
Freedom to Act	Subject to regular review by supervisor



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or equivalent is required.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable.
3. Must have valid driver's license, dependable transportation and proper insurance.
4. Adheres and follows the Ho-Chunk Nation Employment Relations Act of 2004, the Ho-Chunk Nation Occupational Safety and Health Program Act of 2002, the Environmental Services/Facility Department Standard Operating Procedures, OSHA, and other policies, procedures, rules, regulations, or other directives.
5. Maintains strict confidentiality regarding all aspects of confidential information.

**EXPERIENCE:**

1. One (1) to two (2) years of supervisory experience.
2. Experience and ability to operate various cleaning equipment.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of inventory of all units, tools, and materials of real property.
2. Knowledge of chemical usage, storage, and disposal preferred.
3. Ability to work with chemicals.
4. Knowledge of personal protective equipment preferred.
5. Ability to assist with supervisory tasks within this department/division.
6. Knowledge of Microsoft Office products.
7. Must be able to read, write, and follow English written documentation and verbal instruction.
8. Computer literate with emphasis in Microsoft Office.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Promotes positive department, employee, and guest relations.
3. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Able to work nights, weekends, and holidays as assigned.
2. Position requires visual acuity, color perception, and eye-hand coordination.
3. Must be able to wear Personal Protective Equipment, including safety shoes, when necessary.
4. Smoking environment.
5. All conditions from hot/humid to sub-zero weather.
6. Any physical demands of the position listed or the Physical Demands Worksheet referenced.