

**** POSITION OPENING ****
PUBLIC AREA CLEANING SUPERVISOR



Location: Seven Clans Warroad
Date Opens: 12/06/2022
Date Closes: 12/20/2022

Graveyard Shift

POSITION OBJECTIVES:

Under the general supervision of the Public Area Cleaning Manager is responsible to oversee assigned shift for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- ❖ Assigns employees and assists with overall cleaning of building providing a safe and sanitary environment for guests and associates.
- ❖ Assigns duties such as: cleaning floors using broom and mop; cleans rooms, hallways, lobbies, lounge, rest rooms, corridors, elevators, stairways, locker rooms and carpets.
- ❖ Dusts furnishings and equipment. Polishes metalwork.
- ❖ Washes walls, ceiling and woodwork. Washes windows, door panels and sills.
- ❖ Clean tops of machines for lint, dust, and grease/oil.
- ❖ Empties wastebaskets and empties and cleans ashtrays. (presently no smoking in the building)
- ❖ Transports trash to outside dumpsters.
- ❖ Cleans and sanitizes bathroom and locker areas including: stools, urinals, sinks, mirrors, walls and floors. Replenishes bathroom supplies.
- ❖ Notifies appropriate personnel of necessary repairs needed and/or hazards. May perform minor and routine repairs/improvements as directed by the reporting senior.
- ❖ Replaces light bulbs.
- ❖ Assists in moving equipment occasionally up to 30 #'s.
- ❖ Efficiently carries out the departmental operations.
- ❖ Cooperates and communicates with fellow associates in all departments and always exhibits mutual respect and consistently projects a positive, helpful image/attitude.
- ❖ Cover for staff so they may have their break times when staffing is low.
- ❖ Responsible to ensure all rules, regulations, policies and procedures are adhered to and maintained.
- ❖ Ensures the work area is hazard free and departmental associates are trained in safety practices.
- ❖ Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- ❖ Participates in the review of associates and completes necessary paperwork as required by established policies and procedures.

REQUIRED QUALIFICATIONS:

It is required the Public Area Cleaning Supervisor have a High School Diploma or equivalent.

Supervisory Experience Preferred.

SEND COMPLETE APPLICATION/RESUME TO:

Human Resources Office-Seven Clans Casino 34966 605th Ave. Warroad MN 56763
1-800-815-8293 Ext. 36040/36041 or online @ www.sevenclanscasino.com