



## **JOB DESCRIPTION**

**POSTED: MAY 18, 2023 DEADLINE: UNTIL FILLED**

<b>POSITION:</b>	<b>Custodial Supervisor</b>
<b>DEPARTMENT:</b>	<b>Facilities</b>
<b>LOCATION:</b>	<b>Resort</b>
<b>SUPERVISOR:</b>	<b>Custodial Manager</b>
<b>EMPLOYMENT:</b>	<b>Full-Time/Part-Time</b>
<b>PAY RATE:</b>	<b>\$11.00 - \$14.00/Hour (Non-Exempt) D.O.E</b>
<b>LICENSE STATUS:</b>	<b>Non-Key-Employee</b>

### **DESCRIPTION:**

Responsible for coordinating and supervising the work of custodial Team Members as directed for the general maintenance and upkeep of Resort. Requires organizational and administrative skill for effectively leading Team Members.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Supervises the custodial Team Members.
- Controls inventory and supplies pertaining to the cleaning of the facility.
- Provides work direction, training, performance, evaluation, and the full range of supervisory responsibilities (hiring, retention, scheduling, discipline, etc.) of custodial staff.
- Completes and submits reports as assigned.
- Recognizes that employees have certain personal responsibilities which affect the operational efficiency of the Casino.
- Maintains proper attendance in accordance with Casino policy.

- Provides adequate notice to supervisor prior to absence or lateness in accordance with Casino policy.
- Assists custodians with all cleaning duties necessary.
- Recognizes that each employee is a representative of the Casino, and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of every person (visitors, co-workers).
- Due to changes and modifications in your job from time to time, we require employees to be flexible and assume other responsibilities assigned by management as management sees the necessity.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Ability to communicate effectively, orally, and in writing.
- Ability to manage and supervise effectively.
- Must pass background checks and other pre-employment screenings.

**PREFERRED QUALIFICATIONS**

- Lift up to 50 pounds.
- Previous custodial experience

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 02/27/2017**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

