

PARAGON CASINO RESORT

Job Description

ENVIRONMENTAL SERVICES DEPARTMENT MANAGER

Department:	Facilities	Reports to:	Assistant General Manager
Job Code: MGR06		License:	Gaming
Position Code: MGR077		Costing:	880-8800-8812
Pay Grade:	E9	Date:	2/5/24
EEO-1 Code:	1.2		

SUMMARY:

Responsible for ensuring the cleanliness of the casino by hiring, organizing, training and developing the EVS staff and testing and developing procedures and chemicals and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for ensuring and maintaining an attractive, clean environment throughout the entire Casino complex as needed, and for the efficient overall operation of the Housekeeping department.
- Selects, trains, supervises, and evaluates all EVS Housekeeping Department Associates.
- Assist with preparing EVS budget.
- Ensures compliance with all policies and procedures.
- Ensures adherence to all OSHA safety requirements and Company safety policies.
- Interacts with guest and other departments.
- Advises management of repairs, replacements and maintenance necessary in assigned areas.
- Works within budgetary constraints to be cost effective and efficient.
- Coordinates and delegates work for cleanliness of entire resort.
- Works closely with Risk Manager to insure safety for Associates and guests.
- Schedules outside training for the EVS department, i.e. hazardous material training, fire prevention, etc.
- Manages payroll for EVS department.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.

- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge
- Support training and development for all associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Supervises Shift Managers and all supervisors who manage Associates in the EVS Department is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training Associates; planning, assigning, and directing work; appraising performance; rewarding and disciplining Associates; addressing complaints and resolving problems.

REQUISITE QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate’s degree (A.A.) or equivalent from two-year college or technical school; and five to seven years related supervisor and managerial experience and/or training; or equivalent combination of education and experience.

Special Qualifications: Computer literate in Microsoft Excel and Word or related software. Excellent oral and written skills preferred. Strong organizational and managerial skills required.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, Associates, guests and the general public.

Mathematical Skills: Ability to calculate figures such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The Associate frequently is required stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The Associate is occasionally required to sit.

The Associate is occasionally required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.