



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Housekeeping Supervisor
Department: Facilities
Reports to: Housekeeping Manager
Pay Range: Grade 3
Position Total:

Basic purpose or function: Housekeeping Supervisors are responsible for ensuring the highest quality cleaning standards as set by the LCO Casino, Lodge & Convention Center are carried out within the established timeframes of their shift.

Job Responsibilities:

- Responsible for proper use of cleaning supplies and amenities, using only what is needed, to control waste and notify Lead Supervisor of any shortages or outages.
- Responsible for the proper use and care of equipment, reporting any unusable equipment to Lead Supervisor.
- Responsible for reporting of call-ins during your shift to Lead Supervisor and ability to cover that designated area.
- Practice all safety standards as specified by LCO Casino, Lodge & Convention Center; always be aware of safety hazards, for example, broken glass, frayed electrical cords, leaks, broken locks, etc. and report to Lead Supervisor.
- Perform other related duties as assigned by Administration.
- Remain alert and courteous, and helpful to staff and clientele at all times.
- Must be able to take direction well.
- Must maintain appearance standards; i.e., proper uniform or dress prescribed, shoes, and personal hygiene are consistent and appropriate within the image set by LCO Casino, Lodge & Convention Center.

Minimum Qualifications:

- Must be at least eighteen (18) years of age.
- Must have High school diploma, HSED, GED, or equivalent; or in the process of receiving one.
- Friendly positive attitude.
- Must be able to lift fifty (50 lbs.) pounds, stand one hundred (100%) per cent of the time and bend seventy-five (75%) per cent of the time.
- Must be able to work a flexible schedule if needed.

Native American preference applies to all candidates for this position.