



Job Title: Laundry Manager
Department: Spirit Lake Laundry
Reports To: General Manager
Salary/FLSA Status: DOQ/Non-Exempt
Posting Dates: **OPEN UNTIL FILLED**

POSITION SUMMARY:

Laundry Manager is responsible for running day to day laundry operations and to deliver an excellent Guest experience while managing stock ordering and supplier relationships. Additional responsibilities include, up keeping training, performance evaluations, scheduling and supervising the personnel within the department.

Laundry Manager Duties and Responsibilities:

- Developing and putting into operation the current system and technical advancement in the field of Laundry operations.
- Maintenance and upkeep of all laundry equipment.
- Co-ordinating routine maintenance of the equipment.
- Preparing Annual Laundry Budget.
- Develop new methods for increasing laundry efficiency.
- Coordinate with the maintenance team for outstanding repairs of machinery.
- Overall controlling and supervision of the Department.
- Record and monitor laundry cost.
- Make reports and recommendations when required.
- Oversee the laundry equipment preventive maintenance program.
- Direct all Laundry staff.
- Approve the Laundry staff duty roster.
- Organizing training for the staff.
- Empties trash daily.
- Manages coin-operated dry-cleaning and laundering business: Plans and implements hours of operations, types of services to be provided, and charges for services.
- Orders machines, equipment, and supplies for operation.
- Hires, trains, and supervises personnel to provide laundry services.
- Records and analyzes business data to determine performance record.
- Sweep, mop, and wash floors in laundry and customer bathrooms.
- Clean outside of washing and drying machines, laundry tables, laundry carts, and chairs.
- Comply with all safety and security procedures
- Maintain security of store according to Spirit Lake Casino & Resort policies, rules, managing loitering in the laundry and outside
- Perform other duties assigned.

Essential Skills

An individual who is looking out for a job as a laundry manager should possess excellent supervisory and management skills. He/she should be able to delegate work to the subordinates according to the changing priorities of the clients. Good organization and training skills are essential. He/she have good problem-solving skills and should be able to maintain good relations with the clients by communicating effectively and building a rapport with them. He/she should have a good business acumen and should be target oriented to achieve the business goals and objectives. He/she should be skilled in maintaining and updating the records related to inventory and laundry supplies.

Educational Background

The individual must have completed graduation from high school and should possess knowledge of operation, maintenance, care, and repair of various laundry equipment. He/she should have in-depth knowledge of mixing processes, preparing solutions, sterilization methods, temperature that needs to be maintained during various laundering process for different types of material, etc.

Working Conditions

The laundry manager is required to move continuously during his/her daily routine and may need to lift and carry the laundry equipment. He/she may need to reschedule his/her work and may need to work overtime occasionally.

This is a full-time, non-exempt position with full benefits. Submit application to the Human Resources Department. Native American preference applies.