

Essential Skills Summary – UNIFORMS SUPERVISOR (UNIFORMS SHIFT MANAGER)

The most important Essential Skills for Uniforms Supervisors are:
Oral Communication, Document Use, Computer Use

Uniforms Supervisors oversee the staff responsible for the storage, cleaning, repair and distribution of uniforms to Casino staff.

Typical Level & Most Complex	How Uniforms Supervisors use Essential Skills
A. READING TEXT	
1-3 3	Uniforms Supervisors read and interpret for others, the information in memos, manuals and worksheets. They read logs, reports and computer entries written by staff. They review Requests for Quotes.
B. USE OF DOCUMENTS	
1-3 3	Uniforms Supervisors complete contract forms, logs, reports; review log entries and inventory lists; write incident reports and staff evaluations. They document transactions with vendors, sign requisitions. They create forms for use in the department.
C. WRITING	
1-3 3	Uniforms Supervisors write staff evaluations, maintain e-mail correspondence with management, other supervisors, vendors, Purchasing and Finance departments; write up memos and bulletins for staff detailing changes in procedures.
D. NUMERACY	
1-4 4	Uniforms Supervisors record and report on expenses, compare offers, prepare budgets and projections. They conduct studies of costs of different cleaning processes.
E. ORAL COMMUNICATION	
1-3 3	Uniforms Supervisors explain procedures with patience, clarity and repetition as needed to new employees, are accessible to staff, negotiate firmly with vendors; co-ordinate a large and varied array of tasks with other supervisors; make projections and support decisions with documented evidence.
F. THINKING SKILLS	
1-4	Uniforms Supervisors solve staffing shortages, resolve disputes among staff members; may choose vendors and negotiate on large contracts. May plan large projects.
G. WORKING WITH OTHERS	
1-2	Uniforms Supervisors share widely different duties; one may take over the staffing decisions while another is involved in budgeting and long-term planning.
H. COMPUTER USE	
3	Uniforms Supervisors use a comprehensive computerized tracking system to maintain a detailed record of all garments in their care. They communicate by e-mail.
I. CONTINUOUS LEARNING	
	Uniforms Supervisors bring experience to the job and take a variety of on-site training.
J. OTHER INFORMATION	
	Uniforms Supervisors are active and flexible in a variety of duties; willing to stand in to do light lifting, machine operation, ironing, washing. Need manual dexterity for keyboarding. They stressed good listening skills and accountability.