



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: PRODUCTION COOK**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	PRDC	6

**SUMMARY:** Responsible for assigned cooking stations and the preparation of food which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

**DUTIES & RESPONSIBILITIES:**

1. Attends assigned kitchen cooking stations to prepare foods according to menu portions and quality specifications.
2. Ensures menu quality and consistency of food items.
3. Ensures kitchen equipment and facilities are maintained in safe and sanitary condition.
4. Performs other duties as assigned.
5. Promotes positive public and employee relations.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. Excellent cooking skills, able to follow proper sanitation and food safety guidelines.
2. High school diploma or GED.
3. 1-3 years of appropriate experience preferred.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*All casino employees will be subject to the Criminal and Background restrictions of the HCN.*

*All employees are subject to the Drug, Alcohol and Controlled Substance Policy.*

EEO: 8

NON-EXEMPT

FLEX

Approved: IPC 07.17.95 Legislature 02.16.99/05.02.99 Resolution 01.08.08A  
Resolution 04.19.11A/B/03.17.15A/03.22.16A/12.13.22A