



HO-CHUNK NATION
DEPARTMENT OF PERSONNEL



POSITION: DINING ROOM PORTER

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	DRPR	5

SUMMARY: The dining room porter will perform inventories and deliver necessary/stock and supplies as required, 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. Promotes positive public relations and employee relations. Must maintain confidentiality.
2. Clean tables and re-set, keep dining area clean and orderly.
3. Keep linens and silver stocked and orderly.
4. Maintain and enforce health standards.
5. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Must be able to lift 50 pounds.
2. Will train, some food service experience helpful.
3. High school diploma or equivalent desired.

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 KEY
Approved: IPC 07.17.95 PBOD 09.25.02 Legislature 02.16.99/05.02.99/12.17.02
Resolution 01.08.08A/04.19.11A/03.17.15A/12.13.22A