



HO-CHUNK NATION
DEPARTMENT OF PERSONNEL



POSITION: BARTENDER

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	BRTR	4

SUMMARY: The bartender will prepare beverages and provide beverage service in a friendly courteous and timely manner 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. Mixes and serves alcoholic and nonalcoholic beverages to bar patrons.
2. Follows Standard recipes in mixing drink ingredients.
3. Collects money for drinks served and is responsible for cash register operation and proper close out at end of shift.
4. Promotes positive public relations and employee relations.
5. Oversees bar porters in the performance of their duties.
6. Must use good judgement in serving alcoholic beverages.
7. Maintain and enforce health standards.
8. Maintain confidentiality.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Must have a High school diploma or equivalent.
2. One to three years of appropriate experience.
3. State Bartender's Certification required.
4. Must have a valid driver's license, dependable transportation and proper insurance.

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

NO FLEX

KEY

Approved: PC 07.17.95 PBOD 05.31.00 Legislature 02.16.99/05.02.99/06.29.99/06.20.00
Resolution 01.08.08A/04.19.11A/03.22.16A