



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

**POSITION: BAR PORTER**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	BARP	4

SUMMARY: The banquet porter will perform inventories and deliver/stock a supply 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 and employee relations.
2. Must maintain confidentiality of internal documents, employee files, clients' accounts and information.
3. Assists Bartender by keeping bar stocked.
4. Maintains current par levels at beverage stations.
5. Able to perform assigned duties safely and efficiently.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Able to lift 50 pounds.
2. Must be able to read, write and understand English.
3. High school graduate or equivalent desired.
4. Will train. No previous experience needed.

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

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