



Ho-Chunk Nation

Job Description



TITLE: Bar Porter		JOB CODE: BARP
Business	EEO: 8	PAY GRADE: 4
Non-Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

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

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.

POSITION OVERVIEW

The Bar Porter, also known as a Bar Back, requires the ability to quickly and accurately deliver and transfer products to various bars within the casino, hotel, convention center, restaurants, beverage stations, and commissary. The Bar Porter works closely with Bartenders, Beverage Servers, and Beverage Supervisors to ensure smooth operations, foster teamwork, and deliver exceptional customer experiences.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Efficiently transfer products between bars and the commissary daily.
2. Maintain accurate inventory records and report discrepancies daily.
3. Assist Bartenders with restocking and organizing bar supplies daily.
4. Ensure all bar areas and beverage stations are clean and well-maintained consistently.
5. Respond promptly to requests from Bartenders and Beverage Supervisors.
6. Monitor and replenish ice, glassware, and other bar essentials consistently.
7. Responsible for setting up and breaking down bar areas for events, as needed.
8. Adhere to all health and safety regulations.
9. Support the team in delivering exceptional customer service.
10. Uphold cleanliness and hygiene standards.
11. Assist in taking inventory daily, weekly, and monthly.
12. Other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Beverage Supervisor
Leadership Accountability	Collaborate with Bartenders, Beverage Servers, and Beverage Supervisors, demonstrating initiative to achieve operational goals.
Supervisory Accountability	Assist in training and mentoring new team members.
Organizational Accountability	Upholding policies and standards.
Financial Accountability	Handle products and inventory with care to minimize waste and loss. Performs inventory counts.
Customer Accountability	Contribute to a positive customer experience by ensuring timely and accurate service.
Freedom to Act	Receives feedback and direction from the Beverage Supervisor.



MINIMUM QUALIFICATIONS

EDUCATION:

1. A high school diploma or equivalent diploma is preferred.

ESSENTIAL:

1. Excellent communication and interpersonal skills, ability to work in a fast-paced environment, lift and carry heavy items, strong organizational skills, and attention to detail.

EXPERIENCE:

1. Previous experience in a bar or restaurant setting is preferred but not required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of bar operations and inventory management.
2. Ability to work in a fast-paced environment.
3. Strong communication and teamwork skills.
4. Basic math skills for inventory management.
5. Ability to follow instructions and work independently.
6. Physical stamina to stand for long periods and lift heavy items up to 50 pounds.
7. Attention to detail and cleanliness.

WORKPLACE RESPONSIBILITY

1. Team members must present themselves in a neat, clean, and professional manner.
2. Team members must follow safety and hygiene protocols, report hazards, and maintain a clean and organized workspace.
3. Build positive relationships through effective communication, teamwork, and respectful behavior to enhance the organization's reputation.

WORKING CONDITIONS

1. The Bar Porter works for extended periods in a fast-paced and dynamic environment, interacting with team members and guests and being exposed to noise and crowded areas where there is potential for high-stress situations during peak hours.
2. The Bar Porter often works evenings, weekends, holidays, and extended hours when required to align with operational hours.
3. The Bar Porter consistently stands for extended periods of time, bends, and lifts heavy items.