



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: BEVERAGE SERVER**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	BVGS	3

**SUMMARY:** The beverage server offers drinks to our diversified guests 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. Must maintain confidentiality.
2. Serves drinks to guests according to established rules of etiquette.
3. Performs various incidental duties to furnish satisfactory services.
4. Responsible for all beverage checks issued and guest payment.
5. Performs other duties as assigned by supervisor.
6. Maintain and enforce health standards.
7. Friendly, customer oriented attitude, well groomed.
8. Able to perform assigned duties safely and efficiently.

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

1. Will train.
2. Some food experience helpful.

*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 Legislature 02.16.99/05.02.99 Resolution 01.08.08A/04.19.11A/03.17.15A/03.22.16A