



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: FOOD SERVER**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	FDSR	3

**SUMMARY:** The food server offers drinks/meals to our diversified guests in a setting 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. Takes orders and serves meals to guests according to established Rules of Etiquette.
3. Performs various incidental duties to finish satisfactory service.
4. Responsible for all guest checks issued and guest payment.
5. Performs other duties as assigned by supervisor.
6. Maintain and enforce health standards.
7. Able to keep legible, accurate records, work well with general public.
8. Maintain proper food service sanitation and food safety.

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

1. 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 employees are subject to the Drug, Alcohol and Controlled Substance Policy.*

*All casino employees will be subject to the Criminal and Background restrictions of the HCN.*

EEO: 8

NON-EXEMPT

FLEX

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/03.22.16A/12.13.22A