



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Inventory Clerk		<b>JOB CODE:</b> INVK
Business	<b>EEO:</b> 6	<b>PAY GRADE:</b> 8
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> Gaming Revenue
<b>HO-CHUNK PREFERENCE</b>		

*"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**

Responsible for the daily activities within the Inventory Department including but limited to paper and pull tab transactions, proper documentation and following the appropriate procedures which ultimately enhances every interaction for our guests and employees. Customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Count, prepare, and issue bingo paper, pull tabs and accessories to the proper location and staff daily.
2. Assemble admission packages and issue and print appropriate paperwork daily.
3. Assist with manually counting inventory items as needed to maintain adequate flow daily.
4. Daily tracking to assist with preparation of reports to Gaming Hall Manager on the volume of weekly sales on the inventory flow.
5. Maintain a clean and organized work area on a daily basis.
6. Computerized record keeping of all items issued and returned from the floor employees ensuring accuracy of recorded inventory on a daily basis.
7. Perform other duties assigned by supervisor within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers.
Freedom to Act	Subject to general input from supervisor. Subject to regular review by supervisor.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Must have high school diploma or equivalent.



**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**EXPERIENCE:** None Listed

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Have demonstrated competence in the use of mathematical skills.
2. Knowledge of inventory controls systems and procedures.
3. Ability to count, record and prepare simple accurate records.
4. Must have a positive mental attitude and be willing to follow through on task assignments.
5. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Loud, smoky, fast-paced environment.
2. Must be able to lift, move and store heavy objects.

\*KEY POSITION\*