HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

POSITION: COUNTER SERVER CASHIER

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	CTSC	5

SUMMARY: The Counter Server/ Cashier is responsible for handling money and assisting 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. Maintains all report/recording assignments on a timely basis.
2. Assures correct station set-up such as services and replenishments of products and flow.
3. Handles all cashier functions.
4. Prepares shift activity reports and deposits for sign-off.
5. Takes scheduled P.O.S. readings.
6. Must be quick and efficient with customer service and expediting orders.
7. Must be clear and precise with all communications and maintain a clean and orderly work station at all times.
8. Maintains and enforces heath and safety standards.
9. Perform various other duties as assigned by supervisor.
10. Must be able to work well with the public and co-workers (teamwork), and be action/service/results oriented.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)
1. Should have experience in work with assembling food products/merchandising.
2. High school diploma or GED.

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.