



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: LEAD SUPERVISOR-PURCHASING AGENT**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	LSPA	12

**SUMMARY:** The lead purchasing supervisor is responsible for purchasing of F&B product and accountable for supply inventory needed for all departments and oversees the management of the warehouse and receiving staff. All of 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. Responsible for supervising culinary operations on assigned shift.
2. Assists with selection, training, and supervision of culinary staff.
3. Ensures menu quality and consistency from raw food receiving and inspection to preparation and presentation.
4. Promotes positive public relations, and must pull shifts as required.
5. Also responsible for the ordering and storing of all receivables into the central kitchen.
6. Ensures kitchen equipment and facilities are maintained in safe and sanitary condition.
7. Participates in food cost planning and control administration.
8. Promotes positive public relations.
9. Perform other duties as assigned by supervisor.

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

1. College degree (may substitute additional experience for degree).
2. 2-4 years of appropriate experience.
3. Strong organization culinary, and supervisory skills.
4. Must have dependable transportation and show proof of valid drivers license and liability insurance.

*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

FLEX

Approved: IPC 07.17.95 PBOD 09.25.02 Legislature 02.16.99/05.02.99/10.22.02  
Resolution 01.08.08A/04.19.11A/03.22.16A/12.13.22A