



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL



POSITION: PANTRY PREP COOK

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	PPCK	5

SUMMARY: Responsible for assigned pantry stations and the preparation of food scheduled 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. Oversees assigned kitchen pantry stations, and preparation of food items such as vegetables, pastries, fruits, sandwiches, and other cold foods.
2. Ensures menu quality and maintained in safe and sanitary conditions.
3. Promotes positive public relations.
4. Performs other duties as assigned by supervisor.
5. Must maintain confidentiality.
6. According to menu portions and other specifications, prepare cold salads, sandwiches, juices, and other beverages as required.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Able to follow rules of food sanitation and safety.
2. Excellent cooking skills.
3. High school diploma or equivalent desired.
4. 2-4 years of appropriate experience preferred.

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 02.16.99/05.02.99/12.17.02 Resolution 01.08.08A
Resolution 04.19.11A/B/03.17.15A/03.22.16A/12.13.22A