



**Nez Perce Tribal Enterprises**  
P. O. Box 327  
Lewiston, ID 83501  
PH: 208-298-1168 Fax: 208-746-2845

*In accordance with NPTEC Administrative Actions January 24, 2017 all current NPTE employees, current employees from other entities (NPT, Nimiipuu Health, NPT Housing, & Law & Justice), and enrolled Nez Perce Tribal members will be considered for all "In House" employment. TRIBAL PREFERENCE WILL APPLY.*

**JOB OPENINGS**  
**August 11, 2020**

**IN-HOUSE POSITIONS:**

**CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)**

**NON AT THIS TIME**



**OPEN POSITIONS:**

**CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):**

**Computer Specialist I** (CRC-20-036 Gaming, Full-time) this position is responsible for assisting the MIS Director in the day-to-day management of Information Systems by directly supporting end users and systems in various departments throughout the Enterprises Requires a minimum of two years combined experience in the field of information systems or computer related job environment. Preferred technical training in Windows 7/8.x/10, Windows Server 2008 or greater, POS Systems, telephone systems, and Video/Audio systems. Requires a positive work history. Associates degree in Information Technology, Computer Science, or computer related field or equivalent specialized vocational training preferred. Must be able to obtain a Gaming License; requires a valid driver's license with the ability to be insured under the Tribe's policy. Certified MCSE preferred. **Closes 08/21/2020.**

**Line Cook II ~** (CRC-20-035/Non-gaming/Part-time) The purpose of the class is the responsibility for attractively preparing, cooking and presenting of all food items. Following recipes and menu specification. Always placing customers and safe food handling first. Requires a High school diploma or GED. Must be able to obtain a valid health card or serve safe equivalent. Have a good working knowledge of professional kitchen, equipment, and food products with 6 months Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food mathematical concepts related to food. Customer Service preferred. Must have a positive work history. **Closes: Open Until Filled.**

**SURVEILLANCE OFFICER ~** (CRC-20-027/Gaming/Full-Time) This position requires a high school diploma, GED, or specialized vocational training, including knowledge and ability to gain knowledge of the Nez Perce Tribe Gaming

Commission Audit Manual and Internal Control Operating Procedures, and basic knowledge of criminal law. Must be able to obtain Nez Perce Tribal Gaming License. One (1) year experience in security or law enforcement preferred with superior work ethics and report writing skills. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Other pre-requisites apply as outlined in class description **Closes: Open until filled**

**MACHINE FLOOR PERSON** ~ (CRC-20-022/Gaming/Full-Time): Requires high school diploma, GED, or specialized vocational training. Previous customer service experience is preferred. Requires basic computer skills, cash handling skills and mechanical aptitude. Requires basic problem solving skills. Other pre-requisites apply as outlined in the approved class description. **Closes: Open until filled.**

**DROP CREW WORKERS** ~ (CRC-20-019/Gaming/ Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. The class works according to some procedures, but decides how and when to do things under general supervision. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. **Closes: Open until filled.**

**SOFT COUNT CREW WORKER** ~ (CRC-20-020/Gaming/Part-time): The purpose of the job is to count revenues and verify accuracy of reports. The job is responsible for compliance with established cash handling/recording procedures. High school diploma or equivalent preferred. Requires cash handling and operating all cash handling related equipment. Must be able to obtain a valid CPR card and Nez Perce Tribal Gaming License. **Closes: Open until filled.**

**PLAYERS CLUB REPRESENTATIVE** ~ (CRC-20-018) Gaming Full-time): This position requires a high school diploma or GED, one (1) year of front line guest service skills and two (2) years of cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: Open until filled**

**Janitor** ~ (CRC-19-045) Non-gaming/Full-time/Part Time: **RE-ADVERTISEMENT** to be responsible for cleaning and orderly upkeep of the Clearwater River Casino, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. **Closes Open until filled.**

**Janitor** ~ (CRC-19-045) Non-gaming/Emergency Hire/Temp: to be responsible for cleaning and orderly upkeep of the Clearwater River Casino, to keep all Machines, doors etc. sanitized. **Closes Open until filled.**

**GUEST SERVICE REPRESENTATIVE** (HTL-20-004/Gaming/Part-time): **RE-ADVERTISEMENT** The purpose of this position is to provide prompt, courteous, efficient service to hotel guests. This position requires a high school diploma or GED, six (6) months experience in a customer focused environment, and three (3) months cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with the ability to be insured under the Tribes policy. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: Open Until Filled.**

**HOUSEKEEPER** ~ (HTL-19-046) Non-gaming/Part-time): **RE-ADVERTISEMENT** Housekeeping experience preferred. Requires a minimum of six (6) months experience in a customer focused environment. Must possess excellent guest relations and customer service skills. Formal or informal education, which ensures the ability to read and write, and understand oral/written instructions. **Closes: Open Until Filled.**

**HOUSEKEEPING LEAD** ~ (HTL-19-019) Non-gaming/Full-time): The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Requires high school diploma, GED or specialized vocational training in areas of housekeeping, janitorial and/or environmental services. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires training and/or three (3) years' work

experience in housekeeping, janitorial and/or environmental services. Requires one (1) year of supervisory experience; computer simple math equations, generate written reports and effectively communicate verbally information, instructions and direction; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Must be able to pass a criminal history check. **Closes: Open until filled**

### **ITSE YE YE CASINO (KAMIAH, ID):**

**F&B CASH HANDLER ~ (IYY-20-028/Non-Gaming/Part-time):** This position requires a high school diploma or GED. Must be able to obtain a valid health card and attend Training for Intervention Prevention Procedures (TIPS for serving alcohol) within three (3) months of hire date. Training and/or six (6) months' work experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. **Closes: Open until filled**

**SOFT COUNT CREW WORKER ~ (CRC-20-026/Gaming/Part-time):** The purpose of the job is to count revenues and verify accuracy of reports. The job is responsible for compliance with established cash handling/recording procedures. High school diploma or equivalent preferred. Requires cash handling and operating all cash handling related equipment. Must be able to obtain a valid CPR card and Nez Perce Tribal Gaming License. **Closes: Open until filled**

### **NEZ PERCE EXPRESS (LEWISTON, ID)**

**NONE AT THIS TIME**

### **QE'MES EXPRESS (WINCHESTER, ID)**

**NON AT THIS TIME**

### **Clarkston Golf Course (Clarkston, WA)**

**GROUNDSKEEPER (CGCC-20-011/Non-Gaming/Part-Time) RE-ADVERTISEMENT** the groundskeeper will perform assigned duties to maintain the golf course grounds and will ensure that grounds are maintained in an aesthetic manner to provide for a good customer and clientele experience. Substantial experience of maintenance of golf grounds and equipment. Operational knowledge of using turf maintenance tools, tractors, golf carts and various hand & power equipment. Knowledge of golf course standards, game rules and player etiquette. Familiarity with safety procedures, gardening and janitorial activities. Must have a valid driver's license and must be insurable under the Tribe's policy. **Closes: Open until filled.**

**LINE COOK III ~ (CGCC-20-024/Non-Gaming/Part-Time):** this position requires a high school diploma or GED. Have working knowledge of professional kitchen, equipment, and food products with two (2) years of high volume Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. Other pre-requisites apply as outlined in class description. **Closes: Open until filled.**

**Line Cook I ~ (CGCC-20-034) Non-gaming/Part-time):** this position is responsible to prepare all food in a quick and timely manner ensuring correct food handling and general safety of products and procedures. The position is under the supervision of the Kitchen Supervisor. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Line cook experience, including breakfast, lunch, and dinner, preferred. Customer service experience preferred. Must have the ability to maintain effective working relationships with all levels of the organization and the public. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. **Closes: Open until filled.**

**Zim's Hot Spring (NEW MEADOWS, ID)**

**HOT SPRINGS ASSISTANT** ~ (ZIM-20-025 Non-gaming/Part-time) The purpose of this class is to provide the Resort Operator assistance in all aspects of maintenance, janitorial and operation of the resort business unit. Requires high school diploma, GED, or specialized vocational training. Two years of working with general public and customer service experience. Some knowledge of electrical and mechanical devices and how to repair.

**Closes: Open until filled**

---

**EMPLOYEE BENEFIT PACKAGE:**

- *Medical/Dental/Vision*
- *Employer-paid Life Insurance + option to add*
- *401(K) competitive match*
- *Employee Discounts*
- *Annual & Sick Leave + Paid Holidays*
- *Employee Assistance Program*
- *Furnished Uniforms*
- *Short-Term Disability & Accident Insurance option*

**APPLICATION REQUIREMENTS:**

- *Positive Work History.*
- *Transcripts or diploma must be submitted if position requires.*
- *Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.*
- *Pre-employment drug screening.*
- *All Gaming positions require a Nez Perce Tribal Gaming license; and are subject to the application procedures established by the Gaming Commission.*
- *Copy of Social Security Card*
- *Copy of Tribal ID Card (if applicable)*
- *Complete employment application*
- *Three (3) letters of references (Gaming positions only).*
- *Complete class description available upon request.*

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** Applications are also available online at [www.crcasino.com](http://www.crcasino.com) or email [hr@crcasino.com](mailto:hr@crcasino.com)