

JOB OPENINGS JANUARY 4, 2020



NEZ PERCE TRIBAL ENTERPRISES
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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.

~NOTICE~

To help lessen the spread of coronavirus, the Human Resource Department strongly encourage potential candidates to contact us by phone or email. This decision has been made to follow social distancing recommendations. We ask that in-person visits only take place to deal with essential business needs. HR/Finance main door will be locked. Please bear with us during this difficult time.

To prevent the progression and spread of the *novel Coronavirus Disease (COVID-19)*, the Human Resource Department encourages potential candidates to submit applications electronically to hr@crcasino.com.

Human Resource Department can be reached at 208.746.0723 or hr@crcasino.com. Thank you for you patients.

``Nez Perce Tribal Enterprises is currently accepting applications for the following positions``

IN-HOUSE POSITIONS:

ITSE' YE YE CASINO (KAMIAH, ID):

PLAYERS CLUB REPRESENTATIVE ~ (IYY-20-050/Gaming/Part-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: 01-04-2020**



OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

BARTENDER ~ (CRC-20-048/Non-gaming/Part-time): The purpose of the class is to provide friendly, excellent service to every customer and preparing and pouring drinks for customers and beverage servers. This position requires a high school diploma or equivalent. Must be able to obtain a valid health card. Requires three (3) months full service bartender experience. Restaurant experience preferred. Must be 19 years of age. Must have excellent communication skills, both

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oral and written and ability to handle conflict and problem resolution in a professional manner. Must have a positive work history. **Open Until Filled.**

SECURITY OFFICER ~ (CRC-20-038/Gaming/Full-time): This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description, including motor vehicle report (MVR) **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**

Soft Count Crew ~ (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**

Drop Crew Worker ~ (CRC-20-045/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.**

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**

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 environment services. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires training and/or three (3) years' work experience in housekeeping, janitorial and/or environment 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**

JANITOR ~ (CRC-20-043/Non-gaming/Full-time/Part-time/temp): to be responsible for cleaning and orderly upkeep of the Clearwater Rive 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**

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SPECIAL PROJECTS WORKER ~ (CRC-20-044/Part-time/temp/Variable): The purpose of the job is to provide assistance to the designated department in regular or special projects that need to be completed. Special Project Worker will work hours based on needs of NPT Enterprises and its departments. Requires high school diploma or equivalent. Six (6) months of work experience in inventory, hospitality, gaming, hotel/motel or other facility preferred. Six (6) months of customer service experience preferred. **Closes: Open Until Filled**

ITSE' YE YE CASINO (KAMIAH, ID):

F&B CASH HANDLER ~ (IYY-20-028/Non-Gaming/Part-time): RE-ADVERTISEMENT: 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**

CASHIER IV/II ~ (IYY-20-046/ Gaming/ Part-time) The purpose of the class is to conduct cash transactions with cash handlers for the gaming enterprise. The class is responsible and accountable for vault operations, bank deposits, and accurate control of all currency transactions with the gaming enterprise. Requires high school diploma or GED. Requires two (2) years high volume cash handling experience. Three (3) months customer service experience required; excellent oral and written communication skills, 10-key adding machine preferred, must be able to handle fast paced environment. Gaming experience and six (6) months supervisory experiences preferred. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Ability to work independently and display creativity; excellent attention to detail in compiling data and reports. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Must be able to obtain a Nez Perce Tribal Gaming License. **Closes: Open until filled.**

Janitor ~ (IYY-20-040/Non-gaming/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.**

DROP CREW WORKERS ~ (IYY-20-039/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 ~ (IYY-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)

STORE CLERK (NPX-20-042/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service-oriented establishment preferred. Other pre-requisites apply as outlined in class description. **Closes: Open until filled**

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QE'MES EXPRESS (WINCHESTER, ID)

NONE AT THIS TIME

Red Wolf Golf Club (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.

Zim's Hot Spring (NEW MEADOWS, ID)

NONE AT THIS TIME.

EMPLOYEE BENEFIT PACKAGE:

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|--|---|
| ✦ Medical/Dental/Vision | ✦ Annual & Sick Leave + Paid Holidays |
| ✦ Employer-paid Life Insurance + Option to add | ✦ Employee Assistance Program |
| ✦ 401(K) competitive match | ✦ Furnished uniforms |
| ✦ Employee Discounts | ✦ 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 or email hr@crcasino.com