

**JOB OPENINGS
APRIL 5, 2021**



**NEZ PERCE TRIBAL ENTERPRISES
PO 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.

~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:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

Soft Count Crew << (CRC-21-013/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. Starting pay \$10.05 **Closes: 04-09-2021**

Drop Crew Worker << (CRC-21-012/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. Starting pay \$10.07 **Closes: 04-09-2021**

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ITSE' YE YE CASINO (KAMIAH, ID):

Machine Tech << (IYY-21-014/Gaming/Part-time): This position is to perform maintenance and repair functions on video gaming machines. Responsibilities include tools, equipment, and guest service. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming machine experience preferred. Electronic and mechanical experience 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. Must have a positive work history. Starting pay \$10.05 hour. **Closes: 04-09-2021**

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK << (QEX-21-015/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. Starting pay \$12.50 hour **Closes: 04-09-2021**

OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

Janitor << (CRC-21-011/Non-Gaming/Part-time): To be responsible for cleaning and orderly upkeep of the Clearwater River Casino & Lodge, 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. Starting pay \$10.10 hour. **Closes: 04-16-2021**

Line Cook I << (CRC-21-009/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. Starting pay \$10.07 hour. **Closes: 04-16-2021**

Kitchen Supervisor << (CRC-21-008/Non-Gaming/Full-Time): The Kitchen Supervisor will oversee the kitchen staff and daily operations of all food venues at the Clearwater River Casino. Requires high school diploma or equivalent. Must be able to obtain a food handlers card and TIPS certification. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires one (1) year experience as a Line Cook III or equivalent and three (3) years cooking experience in full-service high-volume restaurant with banquet experience. Requires one (1) year of supervisory experience. Starting pay DOE. **Closes: 04-16-2021**

F&B SERVER << (CRC-21-006/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 three (3) month work experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. Starting pay \$10.07 hour. **Closes: Open Until Filled.**

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SECURITY OFFICER << (CRC-21-003/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). Starting pay \$12.37 hour. **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. Starting pay \$10.07 **Closes: Open Until Filled.**

HOUSEKEEPER << (HTL-19-046/Non-gaming/Part-time): **RE-ADVERTISEMENT** Requires high school diploma or equivalent. Training in areas of housekeeping preferred. Housekeeping experience preferred. Requires a minimum of six (6) months experience in a customer focused environment. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Starting pay \$10.10 hour. **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. Starting pay DOE. **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. Starting pay \$10.07 hour. **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. Starting pay \$10.07 hour. **Closes: Open Until Filled.**

NEZ PERCE EXPRESS (LEWISTON, ID)

NONE AT THIS TIME

QE'MES EXPRESS (WINCHESTER, ID)

NONE AT THIS TIME

Red Wolf Golf Club (Clarkston, WA)

NONE AT THIS TIME

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Zim's Hot Spring (NEW MEADOWS, ID)

Hot Springs Maintenance Assistant << (ZIMS-21-002/Non-Gaming/Part-time): Wage negotiable DOE. The purpose of the class is to provide maintenance support in all aspects of Maintenance, upkeep (janitorial) and operation of the Hot Springs resort. Requires high school diploma or equivalent, and formal training or special courses or self-education equivalent to satisfactory completion of one year of college education, or specialized advance training in carpentry, plumbing, electrical, HVAC, or closely related field. Requires a valid Driver's License. Requires six (6) Months related experience. Maintenance experience preferred. Starting pay \$17.09 hour. **Closes: Open Until Filled**



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 <https://crcasino.com/> or email hr@crcasino.com