

JOB OPENINGS JUNE 14, 2021



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:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

AUDIO & VIDEO TECHNICIAN << (CRC-21-035/Gaming/Part-time): The purpose of the class is to setup and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment. Requires high school diploma or GED with one year experience in software support, troubleshooting, database experience and training, experience with PC operating systems and software including Windows 2000, Windows XP, Corel WordPerfect, Firefox, Internet Explorer and MS Office Professional. Requires a valid Driver's License with the ability to be insured under the Tribes policy. Requires over six (6) months and up to and including one (1) year of work in Information Systems, Information Technology, Computer Services, or related Technology Department. Pay ranges from \$16.05 - \$26.52 **Closes: 6/18/2021**

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BAR SUPERVISOR << (CRC-21-036/Non-gaming/Full-time): The purpose of the class is direct all phases of beverage operations. Responsibilities include beverage development, quality control, beverage pricing, and ensuring an atmosphere conducive to a high level of customer satisfaction. Requires high school diploma or equivalent. Specialized training or two years college equivalency in hospitality management or closely related field preferred. Must be able to obtain a valid health card. Must attend TIPS Training or Alcohol Servers Training within three (3) months of hire date. Requires a valid Driver's License with the ability to be insured under the Tribes policy. Requires two (2) years Bar Management experience; casual dining background preferred. Requires prior cash handling & POS experience. Requires one (1) year of supervisory experience or completion of Supervisory Training program provided by Enterprise Training Department for current Enterprise employees. Must possess excellent customer service skills, ability to work independently, strong interpersonal skills, effective written and verbal communication skills. Must have a positive work history. Pay ranges from \$13.46 - \$22.25 **Closes: 6/18/2021**

OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

PBX OPERATOR << (CRC-21-032/Non-gaming/Part-time): The purpose of the class is to ensure telephone calls are handled efficiently and courteously. Facilitates all calls coming to Clearwater River Casino and all activities relating to the PBX center. Achieve results in accordance with the objectives, performance and quality standards established by the Nez Perce Tribal Enterprises. Requires high school diploma or GED. Six (6) months of clerical and/or office experience and knowledge of PBX equipment and operation of switchboards preferred. Pay ranges from \$10.07 - \$14.79 **Closes: 6/18/2021**

BARTENDER << (CRC-20-031/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 oral and written and ability to handle conflict and problem resolution in a professional manner. Must have a positive work history. Pay ranges from \$10.07 - \$14.79 **Closes: 6/18/2021**

SPECIAL PROJECTS WORKER << (CRC-21-023/Non-gaming/On-Call): 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. Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

GIFT SHOP CLERK << (CRC-21-017/Gaming/Part-time): This position requires a high school diploma or GED. Training and/or three (3) month work experienced is preferred. Cash handling experience preferred. Other pre-requisites apply as outlined in class description. Pay ranges from \$10.08 - \$13.96 **Closes: Open until filled**

PLAYERS CLUB REPRESENTATIVE << (CRC-21-018/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). Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

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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. Pay ranges from \$14.76 - \$16.62
Closes: Open until filled

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. Pay ranges from \$14.76 - \$16.62 Closes: Open until filled

JANITOR << (CRC-21-011/Non-Gaming/Full-time/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. Pay ranges from \$10.10 - \$13.18 Closes: Open until filled

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). Pay ranges from \$12.37 - \$17.64 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. Pay ranges from \$10.07 - \$14.79 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. Pay ranges from \$10.10 - \$13.18 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. Pay ranges from \$10.05 - \$16.62 DOE Closes: Open until filled

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ITSE' YE YE CASINO (KAMIAH, ID):

LEAD JANITOR << (IYY-21-034/Non-gaming/Full-time): The purpose of the class is to lead oversee, and review daily work of team members responsible for cleaning and orderly upkeep of the Itse' ye ye Casino, scheduling of janitorial team members and ordering supplies. Requires high school diploma, GED, or specialized vocational training. Requires a valid driver's license with the ability to be insured under the Tribes policy. Will be required to complete ATV training. Requires three (3) years custodial experience, including one (1) year lead or supervisory experience. Pay ranges from \$11.01 - \$14.79 **Closes: 6/18/2021**

JANITOR << (IYY-21-027/Non-Gaming/Part-time): To be responsible for cleaning and orderly upkeep of the Itse' Ye Ye 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. Pay ranges from \$10.10 - \$13.18 **Closes: Open until filled**

PCR/MACHINE FLOOR PERSON << (IYY-21-019/Gaming/Part-time): This is a Dual Status position. This position requires high school diploma, GED or specialized vocational training. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires one (1) year of front-line guest service skills. Requires a minimum of six (6) months cash handling. Must type 25 WPM (40 WPM preferred). Requires basic computer skills, and mechanical aptitude. Must work well in a team environment. Must have a positive work history. Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

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. Pay ranges from \$10.07 - \$14.79 **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. Pay ranges from \$14.76 - \$16.62 **Closes: Open until filled**

NEZ PERCE EXPRESS (LEWISTON, ID)

STORE CLERK << (NPX-21-020/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: Open until filled**

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[QE'MES EXPRESS \(WINCHESTER, ID\)](#)

MAINTENANCE << (QEX-21-028/Non-gaming/Part-time): The purpose of the class is to be responsible for general cleaning and repairing equipment. Requires a high school diploma or GED. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Require three (3) months experience in the custodial or general maintenance field. Pay ranges from \$10.07-14.79 **Closes: 6/25/2021**

[Red Wolf Golf Club \(Clarkston, WA\)](#)

HORTICULTURIST << (RWGC-21-030/Non-gaming/Seasonal-time): This position will use educational/professional methods and judgement to ensure that all plants, trees, shrubs and flowers are kept in a good manner and maintain the aesthetic value of the Red Wolf Golf Club. Requires sufficient education and knowledge to perform the functions of the position. Requires knowledge of growth habits and proper cultivation of a wide variety of flowering plants. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must have the ability to work alone or with other staff. Starting pay \$13.69 hour. **Closes: 6/25/2021**

DRIVING RANGE ATTENDANT << (RWGC-21-025/Non-gaming/Part-time): The purpose of this class is to complete assignments related to the daily operations and activities of the Red Wolf Golf Club. Will ensure that customers and clients needs are met quickly and efficiently and will work to improve the golfing experience. No education required. A high school student may apply for this position. Requires a current valid driver's license. Knowledge of maintenance, care and cleaning of golf equipment and understanding of schedules and activities at Country Club/Golf Course. Starting pay rate is \$13.69 hour. **Closes: Open until filled**

GROUNDSKEEPER << (RWGC-21-022/Non-Gaming/Part-Time) 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. Starting pay rate is \$13.69 hour. **Closes: Open until filled**

[Zim's Hot Spring \(NEW MEADOWS, ID\)](#)

NONE AT THIS TIME

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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 / or email hr@crcasino.com