

JOB OPENINGS JULY 19, 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.

If you desire a greater purpose - a place of vision, mission, and lived values- where voices are heard, contributions valued & recognized, consider Nez Perce Tribal Enterprises. Welcome to an exciting future in the Entertainment Industry! As a Team Member at the Nez Perce Tribal Enterprises, you will be the first point of contact for our guests, setting & exceeding their expectations for an everlasting experience.

As the initial face of the NEZ PERCE TRIBAL ENTERPRISES you will have the opportunity to put your Legendary Hospitality on full display

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

IN-HOUSE POSITIONS:

ITSE' YE YE CASINO (KAMIAH, ID):

SECURITY OFFICER << (IYY-21-042/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. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from \$12.37 - \$17.64
Closes: 07/23/2021

Red Wolf Golf Club (Clarkston, WA)

LINE COOK I << (RWGC-21-041/Non-gaming/Part-time): The purpose of the class is to prepare all food in a quick and timely manner ensuring correct food handling and general safety of products and procedures. Formal or informal education which ensures the ability to read, write, and understand oral/written instruction. Must be able to obtain a valid health card. 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 a positive work history. Pay ranges from \$10.07 - \$14.79 Closes: 07/23/2021

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OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

GUEST SERVICE REPRESENTATIVE << (HTL-21-040/Gaming/Full-time): The purpose of the position is to provide prompt, courteous, efficient service to hotel guests. The incumbent of the position will be the first point of contact for hotel guests, and will maintain knowledge of all in-house services to answer guest inquiries. Essential functions for success; qualified candidates are required to have a high school diploma or equivalent. Requires a valid driver's license with the ability to be insured under the Tribe's policy; Must be able to obtain a Nez Perce Tribal Gaming License; Must be able to obtain CPR/First Aide, Food Handlers, Title 31/SAR, and TIPS training. Requires a minimum of six (6) months experience in a customer focused environment; Requires a minimum of three (3) months cash handling experience. Pay ranges from \$10.67 - \$17.64 **Closes: 07/23/2021**

SURVEILLANCE OFFICER << (CRC-21-021/Gaming/Full-Time): **RE-ADVERTISEMENT** 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. Pay ranges from \$10.67 - \$17.64 **Closes: Open until filled.**

F & B SERVER << (CRC-21-038/Non-gaming/Part-time): The purpose of the class is to provide efficient, prompt and courteous food and beverage service to guests in assigned area. This position is responsible for ensuring guest satisfaction; anticipating guests needs, while providing consistent professional guest relations with a positive upbeat personality. High school diploma or GED required. Must be able to obtain a valid health card and attend training for intervention procedures, TIPS training, to obtain a card within three (3) months of hire date. Training and / or three (3) month work experience in customer service required. Prior restaurant, cash handling, waiter / waitress experience preferred. Must be 19 years of age. Must have a positive work history. Pay ranges from \$10.07-\$14.79 **Closes: Open until filled**

NIGHT AUDITOR << (CRC-21-037/Gaming/Full-time): The purpose of the position is to audit and balance daily Lodge/RV Park bookkeeping transactions. This position is under the supervision of the Front Desk Manager. Requires High school diploma or equivalent. Knowledge of accounting software and word processing required. Requires a valid Driver's license with the ability to be insured under the Tribe's policy. One (1) year hotel front desk experience, one (1) year related experience required. Six (6) months of experience in a customer service focused environment required. Proficient in Microsoft Office Word and Excel required. Pay ranges from \$11.99 - \$19.82 **Closes: Open until filled**

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

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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: Open until filled**

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: Open until filled**

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**

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

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description. Requires a valid driver's license, 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 \$10.98 - \$16.62 DOE **Closes: Open until filled**

ITSE' YE YE CASINO (KAMIAH, ID):

SHORT ORDER COOK << (IYY/Non-gaming/Part-time): The Short Order Cook is responsible for the preparation of high-quality food in a timely manner, efficient, sanitary and consistent manner. Formal or informal education which ensures the ability to read, write, and understand oral / written instruction. Must be able to obtain a Food Handlers Certification. Prefer three (3) months of Line Cook experience; cooking breakfast, lunch, and dinner. Pay ranges from \$10.07-\$15.70 **Closes: Open until filled**

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

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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 \(LEWISTON, ID\)](#)

NONE AT THIS TIME

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

MAINTENACNE << (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: Open until filled**

[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: 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