

JOB OPENINGS SEPTEMBER 13, 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.

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:

NONE AT THIS TIME

OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

PLAYER DEVELOPMENT/SOCIAL MEDIA SPECIALIST << (CRC-21-054/Gaming/Full-time): This is a key gaming position responsible for gathering, analyzing, and utilizing statistical information to implement and maintain an effective player development program; Requires Associates Degree and/or Vocational Degree in Marketing, Advertising, Public Relations, Communications, Computers or closely related field. Bachelor's Degree preferred. Five (5) years of related work experience will substitute for the educational component. Requires a valid driver's license with the ability to be insured under the tribe's policy. A Nez Perce Tribal Gaming License is required, which involves a complete background investigation. Social media, public relations, advertising, and communications or Marketing experience preferred. Experience with telemarketing software, social media platforms and computer applications preferred. Gaming experience preferred. Must possess a positive work history. Pay ranges from \$18.03 - \$29.79 **Closes: 10/01/2021**

MAINTENANCE TECHNICIAN I << (CRC-21-053/Non-gaming/Full-time): The purpose of the class is to provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal enterprises. The class is responsible for the maintenance of assigned buildings and grounds. Requires high school diploma or equivalent, and formal training, 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

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driver's license with the ability to be insured under the Tribe's policy; CDL preferred. Requires six (6) months related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. Must be able to operate hand tools and scissor lift. Must have the ability to manage multiple priorities and meet deadlines. Must have a positive work history. Pay ranges from \$12.71 - \$21.01. **Closes: 09/24/2021**

CASHIER IV/II << (CRC-21-043/ Gaming/ Full-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. Cashier IV pay ranges from \$13.11-\$18.69/ Cashier II pay ranges from \$10.69-\$15.70 **Closes: Open until filled**

GUEST SERVICE REPRESENTATIVE << (HTL-21-040/Gaming/Full-time/Part-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: 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**

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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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. 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):

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: Open until filled**

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**

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**

NEZ PERCE EXPRESS (LEWISTON, ID)

STORE CLERK << (NPX-21-049/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**

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK << (QEX-21-050/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**

Red Wolf Golf Club (Clarkston, WA)

HORTICULTURIST << (RWGC-21-030/Non-gaming/Seasonal-time): RE-ADVERTISEMENT 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**

DRIVING RANGE ATTENDANT << (RWGC-21-051/Non-gaming/Part-time): The Driving Range Attendant will work the direction of the Golf Pro or Assistant Golf Pro 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. May be a current high school student. Requires a current and valid driver's license. Knowledge of maintenance, care and cleaning of golf equipment and understanding of schedules and activities at a Country Club/Golf Course. Ability to use equipment in performing daily functions of Golf Course. Stating pay rate is \$13.69 hour. **Closes: 09/17/2021**

BARTENDER/SERVER << (RWGC-21-047/Non-gaming/Part-time): The purpose of the class is to provide friendly, excellent service to every customer and preparing, serving drinks and food for customers. High school diploma or equivalent required. Bartender/Server must acquire State of WA MAST permit within 60 days of hire. Must be able to obtain food handler's card. Requires three (3) months full service bartender/server experience. Bartenders must be 21. Must have excellent communication skills, both oral and written. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Starting pay rate is \$13.69 hour **Closes: Open until filled**

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. Starting pay rate is \$13.69 **Closes: Open until filled**

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Zim's Hot Spring (NEW MEADOWS, ID)

MAINTENANCE ASSISTANT << (ZIMS-21-052/Non-gaming/Part-time): The purpose of the class is to provide maintenance support in all aspects of maintenance, upkeep (janitorial) and operation of Hot Springs resort. The assistant will also be responsible for cleaning, and maintaining the pools, as well as the resort facilities and grounds as needed. 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 with ability to be insured under the Tribe's policy. Requires six (6) months related experience. Requires operating basic equipment and other power tools. Maintenance experience preferred. Must have a positive work history. Pay ranges from \$11.99 - \$19.82
Closes: 09/17/2021

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