

JOB OPENINGS NOVEMBER 29, 2021



NEZ PERCE TRIBAL ENTERPRISES

PO BOX 327

LEWISTON, ID 83501

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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:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

ASSISTANT CASINO SHIFT MANAGER << (CRC-21-060/Gaming/Full-time): This position is responsible for ensuring maximum guest service and satisfaction through the organization and supervision of assigned areas according to established department internal control policies and procedures. Preferred, two-year degree, (AA/AAS) in business administration or closely related field. Casino supervisory experience in a similar role may be considered in lieu of educational requirement. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with ability to be insured under the Tribe's policy; Must be able to obtain TIPS certification, Title 31/SAR, CPR/First Aid. Requires 2 years management / supervisory experience. Gaming experience and cash handling experience preferred. Must have basic computer skills and knowledge of current business-related software ie; Microsoft Suite. Pay ranges from \$18.03 - \$29.79 DOE **Closes: 12/03/2021**

OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

TRAINING SPECIALIST << (CRC-21-057/Gaming/Part time-Temp): Requires two (2) years of college courses in Education, Human Resources Management, Business Administration, or related field; Associates Degree preferred. Must be able to obtain a Nez Perce Tribal Gaming License. A valid Driver's license with the ability to be insured

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under the Tribes policy. Certification as TIPS training, first aid/CPR, Title 31 preferred. Requires two (2) years professional experience in personnel development, training, personnel management, or related experience. Requires working knowledge of applicable Tribal, Federal and State Laws as they apply to employment on the reservation. Must have strong organizational skills. Must have good oral communication skills, strong public speaking ability and be meticulous when communicating with internal and external guests. Must meet time sensitive deadlines. Pay ranges from \$16.05 - \$26.52 **Closes: Open until filled**

LINE COOK II << (CRC-21-055/Non-gaming/Part-time): This position requires a High school diploma or GED. Must be able to obtain a valid health card or serve safe equivalent. Have a good working knowledge of professional kitchen, equipment, and food products with 6 months Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. Must be able to read and follow written recipes/procedures and/or ability to work with mathematical concepts related to food. Must have computer literate with working knowledge of Microsoft programs and other software. Must have the ability to maintain effective working relationship with all levels of the organization and the public. Customer service experience preferred. Pay ranges from \$12.76 - \$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 maintains 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 \$12.74 - \$17.64 **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 \$12.73 - \$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 \$12.79 - \$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 \$12.74 - \$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 \$12.76 - \$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

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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 \$12.79 - \$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 \$12.74 - \$16.62 DOE **Closes: Open until filled**

ITSE' YE YE CASINO (KAMIAH, ID):

MACHINE TECHNICIAN << (IYY-21-056/Gaming/Part-time): Requires high school diploma, GED, or specialized. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming Machines 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. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Pay ranges from \$12.73 – \$16.62 **Closes: Open until filled**

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 \$12.74 - \$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 \$12.76 - \$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 experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. Pay ranges from \$12.76 - \$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. Pay ranges from \$12.76 - \$14.79 **Closes: Open until filled**

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QE'MES EXPRESS (WINCHESTER, ID)

NONE AT THIS TIME

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

Zim's Hot Spring (NEW MEADOWS, ID)

NONE AT THIS TIME

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 Visit our Website: <https://crcasino.com/>

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