

JOB OPENINGS JANUARY 10, 2022



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)

EVENT CENTER COORDINATOR / SALES MANAGER << (CRC-22-004/Non-gaming/Full-time): Requires Bachelor's Degree in Marketing, Public Relations, Hospitality Management, Business or Communications. Actual Work experience in event planning, catering and sales may be substituted for formal degree at the discretion of management. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires two (2) years hospitality management, catering or sales experience, experience in the day to day operations of a multi-faceted events management or guest service-oriented department preferably in gaming. Two (2) years supervisory experience preferred; ability to plan, organize and direct activities of a group and team members. Must have excellent negotiation, presentation, organizational and multi-tasking skills. Be a self-starter with a positive attitude. Must be capable of interacting with the public in a highly professional manner, including frequent public speaking. Ability to communicate and develop an effective working relationship with fellow team members, managers, outside representatives, agencies, the public and guests. Proficiency in database spreadsheet, word process & presentation software. Knowledge of hospitality and/or hotel/resort marketing, as it pertains to group sales preferred. Pay ranges from \$19.10 - \$31.56 **Closes: 01/14/2022**

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OPEN POSITIONS

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

PURCHASING/INV. COORD << (CRC-21-069/Gaming/Full-time): Requires high school diploma or GED Associates degree in Accounting or related field preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires three (3) years' work experience in bookkeeping, data entry, or accounting. Experience in managing POS System, Inventory systems and management, management of fixed assets and equipment inventory preferred. Requires one-year Supervisory experience. Pay ranges from \$15.13 - \$25.01 **Closes: 01/21/2022**

HOUSEKEEPER << (CRC-22-002/Non-gaming/Full-time): 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 \$12.79 - \$13.18 **Closes: 01/21/2022**

BARTENDER >> (CRC-22-001/Non-gaming/Full-time): High school diploma or equivalent required. Must be able to obtain a valid health card and attend TIPS Training or Alcohol Servers Training within three (3) months of hire date. 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. Ability to work independently and display creativity. Ability to work independently and display creativity. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Pay ranges from \$12.76 - \$14.79 **Closes: 01/21/2022**

AUDIO & VIDEO TECHNICIAN << (CRC-21-068/Gaming/Part-time): 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. Must be able to obtain a Gaming License. Requires a valid driver's license with the ability to be insured under the Tribe's 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: 01/14/2022**

COMPUTER SPECIALIST I << (CRC-21-067/Gaming/Full-time): Associates degree in Information Technology, Computer Science, or computer related field or equivalent specialized vocational training preferred. Must be able to obtain a Gaming License; requires a valid driver's license with the ability to be insured under the Tribe's policy. Certified MCSE preferred. Requires a minimum of two years combined experience in the field of information systems or computer related job environment. Preferred technical training in Windows 7/8.x/10, Windows Server 2008 or greater, POS Systems, Telephone systems, and Video/Audio systems. Requires a positive work history. Pay ranges from \$17.00 - \$28.09 **Closes:01/14/2022**

DROP CREW WORKER << (CRC-21-012/Gaming/Part-time): **RE-ADVERTISEMENT** 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

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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**

Soft Count Crew << (CRC-21-061/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**

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 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**

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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. 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**

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 drive'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): **RE-ADVERTISEMENT** 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**

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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**

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 \$14.49 **Closes: Open until filled**

Zim's Hot Spring (NEW MEADOWS, ID)

MAINTENANCE ASSISTANT << (ZIMS-21-052/Non-gaming/Part-time): **RE-ADVERTISEMENT** 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 \$12.72 - \$19.82 **Closes: Open until filled**

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.**

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- ✚ *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/>