



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.

JOB OPENINGS
May 16, 2022

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

NONE AT THIS TIME

OPEN POSITIONS:

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: 05/27/2022**

Machine Tech (CRC-22-025/Gaming/Full-Time) ~ this position is to perform maintenance and repair functions on video gaming machines. Responsibilities include tools, equipment, and guest service. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming machine 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. Must have a positive work history. Pay ranges from \$12.73 - \$16.62.

Closes: 05/27/22

SURVEILLANCE OFFICER << (CRC-22-026/Gaming/Full-Time): 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 \$12.74 -

\$17.64 **Closes: 05/27/22.**

LINE COOK III << (CRC-22-010/Non-gaming/Part-time): **RE-ADVERTISEMENT** Requires 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 two years of high-volume Line Cook 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 be computer literate with working knowledge of Microsoft programs and other software. Must have the ability to maintain effective working relationships with all levels of the organization and the public. Customer service experience preferred. Pay ranges from **\$12.73 - \$16.62**

Closes: Open until filled

F & B SERVER << (CRC-22-019/Non-gaming/Part-time): Requires a High School Diploma or GED. Must be able to obtain a valid health card and attend Training for Intervention Procedures (TIPS for serving alcohol) 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 excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Ability to maintain a high level of confidentiality and professionalism. Must have positive work history. Pay ranges from **\$12.76 - \$14.79**

Closes: Open until filled

CASHIER IV / II << (CRC-22-007/Gaming/ Full-time): RE-ADVERTISEMENT 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. 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 **\$12.76 - \$15.70** **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 **\$12.73 - \$16.62** **Closes: Open Until Filled**

HOUSEKEEPER << (CRC-22-002/Non-gaming/Full-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 **\$12.79 - \$13.18** **Closes: Open until filled**

BARTENDER >> (CRC-22-001/Non-gaming/Full-time): RE-ADVERTISEMENT 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: Open until filled**

COMPUTER SPECIALIST I << (CRC-21-067/Gaming/Full-time): RE-ADVERTISEMENT 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: Open until filled**

LINE COOK II << (CRC-21-055/Non-gaming/Part-time): **RE-ADVERTISEMENT** 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

PLAYERS CLUB REPRESENTATIVE << (CRC-21-018/Gaming/ Full-time): **RE-ADVERTISEMENT** 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

SECURITY OFFICER << (CRC-21-003/Gaming/Full-time): **RE-ADVERTISEMENT** 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

HOUSEKEEPING LEAD << (HTL-19-019/Non-gaming/Full-time): **RE-ADVERTISEMENT** 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. 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, generate written reports and effectively communicate verbally information, instructions and direction; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Pay ranges from **\$12.74 - \$16.62 DOE**
Closes: Open until filled

ITSE' YE YE CASINO (KAMIAH, ID):

Janitor << (CRC-22-009/Non-gaming/On-call): 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

F&B CASH HANDLER << (IYY-22-008/Non-Gaming/Part-time): 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

SECURITY OFFICER << (IYY-21-042/Gaming/Full-time): **RE-ADVERTISEMENT** 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-22-017/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**

DROP CREW WORKER << (IYY-22-016/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-22-021/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)

STORE CLERK << (QEX-22-006/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**

MAINTENANCE ~ [QEX-22-023] (Part-Time): To be responsible for general cleaning and repairing equipment. The class works according to some procedures but decides how and when to do things under general supervision. Requires high school diploma or GED. Requires a valid driver's license with the ability to be insured under the Tribe's policy (**must provide copy of driver's license and a motor vehicle report of driving record (MVR)**). Requires three (3) months experience in custodial or general maintenance field. **Closes: Open until filled**

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

GROUNDSKEEPER ~ (RWGC-22-027/Part Time-Seasonal): the groundskeeper will perform assigned duties to maintain the golf course grounds and will ensure that grounds are maintained 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. Closes: Open until filled

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

NONE AT THIS TIME

EMPLOYEE BENEFIT PACKAGE:

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|--|---|
| ➤ Medical/Dental/Vision | ➤ Annual & Sick Leave + Paid Holidays |
| ➤ Employer-paid Life Insurance + option to add | ➤ Employee Assistance Program |
| ➤ 401(K) competitive match | ➤ Furnished Uniforms |
| ➤ Employee Discounts | ➤ 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.
- 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 www.crcasino.com or email hr@crcasino.com