



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
September 20, 2022

ALL ARE ENCOURAGED TO APPLY ONLINE @ crcasino.com

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

NONE AT THIS TIME

OPEN POSITIONS:

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. 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 environment services. Requires one (1) year of supervisory experience; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Pay ranges from **\$12.74 - \$16.62 DOE**

Closes: Open Until Filled.

HR SPECIALIST TEMP << (CRC-22-048/Gaming/PT-TEMP): The purpose of the class is to provide aid to the Human Resources Manager in all matters relating to personnel for the NPTE. Will assist in the overall activities of the HR Department to include the recruitment, benefits, and coordination with other departments and staff ensuring all processes are complete as need or required. Requires Associates degree with Bachelor's degree preferred in the field of business admin, human resources, or closely related field. Five (5) year's experience with equivalent duties may be substituted for education. Requires knowledge of all facets of HR department to include recruitment, retention benefits or other aspects. Requires knowledge of current HRIS software used in the HR workplace. Must be able to obtain a Nez Perce Tribal Gaming License. Requires valid driver's license with ability to be insured under the Tribe's policy. Requires two (2) years human resources experience and one (1) year supervisory experience.

Closes: Open Until Filled

JANITOR << (CRC-22-032/Non-gaming/Full Time): RE-ADVERTISEMENT 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.**

LINE COOK II << (CRC-22-053/Non-gaming/Part-Time): The purpose of the class is the responsibility for attractively preparing, cooking and presenting of all food items. Following recipes and menu specification. Always placing customers and safe food handling first. May work in any food outlet depending on business needs. 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. Pay ranges from **\$12.76-\$15.70** **Closes: 09/23/22**

MACHINE TECH << (CRC-22-025/Gaming/Full-Time-Re-Advertisement) ~ 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. Must have a positive work history. Pay ranges from **\$12.73 - \$16.62.** **Closes: Open Until Filled.**

MAINTENANCE TECHNICIAN II << (CRC-22-039/Non-gaming/Full-Time) To provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal Enterprises. Requires Certificate degree preferably in Heating and Air Conditioning or satisfactory completion of one (1) year of college education in related field OR three (3) years of related Requires a valid driver's license with the ability to be insured under the Tribe's policy; CDL preferred (*must provide a copy of driver's license and motor vehicle report (MVR)*). Requires (1) year related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. must have a positive work history. Pay ranges from **\$14.27 - \$23.58** **Closes: Open Until Filled.**

MAINTENANCE TECHNICIAN I << (CRC-22-040/Non-gaming/Full-time): The purpose of the class is to provide aid in all aspects of building and grounds maintenance. Requires high school diploma or equivalent, and special courses or self-education equivalent to satisfactory completion of one year of college education, or specialized advance training in carpentry, plumbing, electrical, requires a valid driver's license with the ability to be insured under the Tribe's policy, must provide MVR Requires six (6) months related experience. Must be able to operate hand tools and scissor lift. Must have a positive work history. Pay ranges from **\$12.71 - \$21.01.** **Closes: Open Until Filled.**

MARKETING SPECIALIST << [\(CRC-22-051/Gaming/Full-time\)](#): Responsible for overseeing and assisting in the execution of marketing efforts within the department and through various media and components of the marketing mix. This position utilizes project management techniques to assist with key tasks of the marketing staff and outside entities, coordinating efforts with other departments to ensure support is in place, and tracks progress through completion to ensure successful of promotions, special events, and advertising. Requires an Associate's degree in Marketing, Communications, Advertising, Public Relations, Web Design or closely related field. Bachelor's Degree preferred. Three (3) years of experience performing equivalent duties may be substituted for the education requirement. Requires a valid driver's license with the ability to be insured under Tribe's policy. A Nez Perce Tribal Gaming License is required, which involves a complete background investigation. Requires two (2) years of Marketing experience. Gaming experience preferred. Ability to interface with all levels of an organization and outside vendors. Requires experience in Microsoft Office Professional and strong knowledge of computer applications. Flexible with scheduling, as promotional and special events demand. Must possess a positive work history.

Closes: 09/23/22

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.**

SPECIAL PROJECTS WORKER << [\(CRC-21-023/Non-gaming/On-call\)](#): The purpose of the job is to provide aid 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 customer service experience preferred. Pay ranges from **\$12.73 - \$16.62** **Closes: Open Until Filled**

[ITSE' YE YE CASINO \(KAMIAH, ID\):](#)

SHORT ORDER COOK << [\(IYY-22-049/Non-Gaming/On-Call\)](#): Responsible for the preparation of high-quality food in a timely manner, efficient, sanitary and consistent manner. Ensure correct food handling and general safety of products and procedures. 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: 09/23/22**

[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 Other pre-requisites apply as outlined in class description. Pay ranges from **\$12.76 - \$14.79** **Closes: Open Until Filled.**

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

MAINTENANCE << (QEX-22-023 - Non-gaming/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**

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. Other pre-requisites apply as outlined in class description. Pay ranges from **\$12.76 - \$14.79**
Closes: Open Until Filled.

[RED WOLF GOLF CLUB \(CLARKSTON, WA\)](#)

GROUNDSKEEPER << (RWGC-22-042/Part Time-Seasonal): **RE-ADVERTISEMENT** 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, golf carts, and various hand & power equipment. Knowledge of golf course standards, game rules and player etiquette. Must have a valid driver's license and must be insurable under the Tribe's policy. Pay starts at **\$14.49** **Closes: Open Until Filled**

LINE COOK/DISH WASHER << (RWGC-22-052/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. Must be able to obtain a valid health card. Line Cook experience including breakfast, lunch, and dinner. Training and/or three (3) month work experience. Customer Service experience preferred. Pay starts at **\$14.49** **Closes: 09/23/22**

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

ZIMS HOT SPRINGS RESORT OPERATOR << (ZIMS-22-046/Non-Gaming/Full-time): This position is responsible for the overall management, maintenance, upkeep, and operation of the resort business unit. The Resort Manager will operate the hot springs resort property as a publicly accessible, tourist-focused business, and will be responsible for the effective marketing, promotion and delivery of high-quality customer experiences. Ensure regular operations meet customer needs, and provide for the regular maintenance and upkeep of the Hot Springs Resort. Two years of working with General Public and customer service experience. Some knowledge of electrical and mechanical devices and how to repair. Business or related experience required. Must be able to obtain Pool Operator Certification upon hire. Requires High School Diploma, GED, or Specialized Vocational Training. **Closes: 09/23/22**

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.
- Complete employment application
- Three (3) letters of references (Gaming positions only).
- Complete class description available upon request.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED