



Nez Perce Tribal Enterprises
P. O. Box 327
Lewiston, ID 83501
PH: 208-746-0723 Fax: 208-746-2845

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
November 21, 2022

ALL ARE ENCOURAGED TO APPLY ONLINE @ crcasino.com

New minimum starting wage \$15.00/hr (excluding specific tippable positions)

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

CORPORATE TRAINER >> (CRC-22-066/Gaming/Full-Time): The purpose of the position will be to motivate and energize new and current employees and assist the Human Resources Director in coordinating on-site professional trainings. Responsible for driving continuous improvement in leadership and managerial capabilities and performance through the coordination of high quality, results driven educational training programs. Requires Bachelor's Degree in Business with Hospitality, Marketing or Communications related field. Must be able to obtain a Nez Perce Tribal Gaming License. Valid Driver's license required. Requires two (2) years professional work experience in corporate hospitality training or marketing. Must be outgoing, motivated and willing to develop a variety of training initiatives for NPTE. Must have good oral communication skills, strong public speaking ability and be meticulous when communicating with internal and external customers. Requires knowledge of regulatory training, Title 31, CPR, First Aid, Food Handler, Sexual Harassment, Customer Service, and Cash Handling.

Closes: 11/25/22

OPEN POSITIONS:

ADMINISTRATIVE SPECIALIST II >> (CRC-22-065/Gaming/Full-Time): The purpose of the class is to provide administrative and clerical support services to the Marketing & Promotions Department. The class is responsible for performing a variety of complex administrative and secretarial duties for the efficient and effective operation of the Marketing & Promotions. Requires Associate's degree in Business Administration or a closely related field OR two (2) year of related work experience can be substituted for the educational component. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license. Two (2) years related work experience preferred.

Closes: 11/25/22

BUSINESS OPERATIONS DIRECTOR >> ([CRC-22-064/Gaming/Full-Time](#)): Responsible to provide overall leadership and direction to the Red Wolf Golf Club, Zims Hot Springs, and the Research & Development Department. Reviews, analyzes, plans and directs systems of operation in accordance with Gaming Enterprise objectives, tribal, state, and IGRA regulations. Requires Bachelor's degree in Business, Finance, Accounting, or closely related field (MBA preferred). Must be able to obtain a Nez Perce Tribal Gaming License. Requires a Valid Driver's license. Ten (10) years of high-level management experience in business operations with a strong background in understanding financial management, budgeting, expense control, implementations of business efficiencies and successful business operations with experience in oversight at a high level preferred. Requires three (3) years of supervisory and staff management experience. Requires experience in word-processing, spreadsheet, database, and internet software programs including Excel, Word, and Power Point. **Closes: 11/25/22**

BARTENDER >> ([CRC-22-062/Non-gaming/Part-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: 11/25/22

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. Must have positive work history. Pay ranges from **\$12.76 - \$14.79** **Closes: 11/25/22**

JANITOR << ([CRC-22-032/Non-gaming/Part-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 starts at **\$15.00** **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 starts at **\$15.00** **Closes: Open Until Filled**

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 starts at **\$15.00**. **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 **\$15.00 - \$23.58** **Closes: Open Until Filled.**

PLAYERS CLUB REPRESENTATIVE << ([CRC-22-056/Gaming/Part-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 starts at **\$15.00** **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 starts at **\$15.00** **Closes: Open Until Filled.**

SOFT COUNT CREW WORKER << ([CRC-22-063/Gaming/Part-Time](#)): The purpose of the class is to count revenues and verify accuracy of reports. Responsible for compliance with established cash handling/counting/recording procedures. Requires high school diploma or GED. Requires a Nez Perce Tribal Gaming License. Ten-key efficiency and ability to count currency quickly and accurately; six (6) months related (cash handling) work experience preferred. Pay starts at **\$15.00** **Closes: 11/25/22**

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

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. 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 **\$15.65 - \$17.62** **Closes: 11/25/22**

JANITOR << ([IYY-22-055/Non-gaming/Part-Time](#)): To be responsible for cleaning and orderly upkeep of the It'se Ye Ye Casino, 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 starts at **\$15.00** **Closes: 11/25/22**

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 starts at **\$15.00** **Closes: Open Until Filled.**

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 starts at **\$15.00** **Closes: Open Until Filled.**

SOFT COUNT CREW WORKER << (IYY-22-061/Gaming/Part-Time): The purpose of the class is to count revenues and verify accuracy of reports. Responsible for compliance with established cash handling/counting/recording procedures. Requires high school diploma or GED. Requires a Nez Perce Tribal Gaming License. Ten-key efficiency and ability to count currency quickly and accurately; six (6) months related (cash handling) work experience preferred. Pay starts at **\$15.00** **Closes: 11/25/22**

SURVEILLANCE OFFICER << (IYY-22-060/Gaming/Part-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 starts at **\$15.00** **Closes: 11/25/22**

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 starts at **\$15.00** **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. Pay starts at **\$15.00** **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 starts at **\$15.00** **Closes: Open Until Filled.**

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

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: Open Until Filled.**

[ZIMS HOT SPRINGS \(NEW MEADOWS, ID\)](#)

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED