We are hiring! Join our team!

NEZ PERCE TRIBAL ENTERPRISES

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All are encouraged to apply online at
https://www.vscyberhosting.com/clearwater/

IN-HOUSE POSITIONS: *in accordance with NPTEC Administrative Actions 01/24/2017, all current NPTE employees, current employees from other entities (NPT, Nimiipuu Health, NPT Housing, and Law & Justice), and enrolled Nez Perce Tribal members will be considered for all "In-House" employment. TRIBAL PREFERENCE WILL APPLY.*

NONE-AVAILABLE AT THIS TIME

OPEN TO THE PUBLIC AVAILABLE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

ENTERTAINMENT & COMMUNITY COORDINATOR (CRC-26-051/Gaming/Full-Time) **Closes: Open until filled**
Plans, coordinates and assists in the execution of concerts, live entertainment, cultural celebrations, promotional events, and community outreach activities. 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)). High School diploma or GED required. Associate's degree in Marketing, Business Administration, Hospitality Management, Event Managements, Communications, or a closely related field. Two (2) years of progressively responsible experience in event coordination, marketing, promotions, hospitality, public relations, community outreach, or a closely related field. Experience must demonstrate the ability to coordinate activities, communicate with vendors, or community partners, manage schedules, and assist with the successful executive of events or promotional programs. **Wage starting at $19.11**.

CASHIER IV/II ~ (CRC-26-046/Gaming/Full-Time) **Closes: Open until filled**
The purpose of the class is to conduct cash transactions with cash handlers for the gaming enterprise. The class is responsible and accountable for the accurate control of all currency transactions between the gaming enterprise and general patrons. Other responsibilities are being accountable for vault operations and bank deposits. Requires high school diploma or GED. Requires two (2) years' high volume cash handling experience. Three (3) months' customer service experience, excellent oral and written communication skills, 10-key adding machine experience. Must be able to pass background check to obtain a Gaming License. Dual status pays: **Tippable pay starting at $13.94; Secondary Wage starts at $16.11.**

JANITOR (Day shift) ~ (CRC-26-045/Non-Gaming/Full-time) **Closes: Open until filled**
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. Requires a valid driver's license with insurable record. **Pay starting at $15.22.**

DISHWASHER ~ (CRC-26-044/Non-Gaming/Part-Time) **Closes: Open until filled**

Training and/or three (3) months' work experience preferred. Must possess excellent guest relations and customer service skills. 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. High school diploma or equivalent preferred. **Pay starting at $15.22.**

SECURITY OFFICER (2 openings)~ (CRC-26-043/Gaming/Full-Time) **Closes: Open until filled**

The purpose of the class is to protect and secure the assets of the Nez Perce Tribal Gaming Enterprises. This position requires a high school diploma, GED, or specialized vocational training in security procedures and protocols. Must be able to obtain a Nez Perce Tribal Gaming License. One (1) year of experience in security of law enforcement preferred. 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))**. **Wage starting at $15.20**

JANITOR (Grave shift) ~ (CRC-26-042/Non-Gaming/1 Part-time and 1 On-Call) **Closes: Open until filled**

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. Requires a valid driver's license with insurable record. **Pay starting at $15.22.**

HOUSEKEEPER ~ (CRC-26-032/Non-Gaming/Part-time) **Closes: Open until filled**

The purpose of the position is to clean hotel guest rooms, and all offices and inside public hotel and RV Park, according to set standards, providing the highest quality service to guests and staff. Position requires manual labor, standing, or walking much of the time, lifting up to fifty pounds on occasion, High School Diploma preferred. Housekeeping experience preferred. Requires a minimum of six (6) months' experience in customer focused environment. **Wage starting at $15.22**

BINGO FLOOR CLERK ~ (CRC-26-031/Gaming/Part-Time) **Closes: Open until filled**

Requires operating cash register, 10-key calculator, automatic currency counter, and other related equipment. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. One year's cash-handling experience required. Adheres to rules, policies, and Bingo Internal Controls of the Nez Perce Tribe Gaming Enterprise. **Wage starting at $15.22.**

Closes: Open until filled

F&B SERVER ~ (CRC-26-030/Non-Gaming/Part-time)

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) months' 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. **Tippable pay starting at $13.52.**

BARTENDER ~ (CRC-26-028/Non-Gaming/Part-Time) **Closes: Open until filled**

Requires three (3) months' full-service bartender experience. Restaurant experience preferred. Must be 19 years of age. Must be able to obtain valid health card and attend TIPS Training or Alcohol Servers Training within three (3) months of hire date. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. **Tippable pay starting at $13.52**.

NIGHT AUDITOR ~ (CRC-26-022/Gaming/Full-Time) **Closes: Open Until Filled**

The purpose of the position is to audit and balance daily lodge bookkeeping transactions. Monitors room availability, makes reservations, blocks rooms, and handles specialist requests. Maintains thorough knowledge of all room locations, room rates, amenities, and selling strategies. High School Diploma or equivalent required. Requires valid driver's license with insurable record. One (1) year hotel front desk experience preferred. One (1) year related experience required. Six (6) months of experience in a customer service focused environment required. Proficient in MS Office Word and Excell required. **Wage starting at $15.65.**

SOFT COUNT CREW WORKER ~ (CRC-26-017/Gaming/On-Call) **Closes: Open Until Filled**
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. Must have a positive work history. **Wage ranges from $15.65-17.62**

MAINTENANCE TECHNICIAN I ~ (CRC-26-015/Non-Gaming/Full-time) **Closes: Open until filled**
The purpose of the class is to provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal Enterprises. Works within a general outline of work to be performed, develop work methods and sequences under general supervision. Requires high school diploma or equivalent, and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education, or specialized training in carpentry, plumbing, electrical, HVAC, or closely related field. 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))**; CDL preferred. Requires six (6) months' related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. **Wage ranges from $15.17-22.27**.

LINE COOK II ~ (CRC-26-013/Non-gaming/Part-Time) **READVERTISED Closes: Open until filled**
The purpose of the class is the responsibility for attractively preparing, cooking, and present all food items. Following recipes and menu specification. Always placing customers and safe food handling first. Must be able to obtain valid health card or serve safe equivalent. Have good working knowledge of professional kitchen, equipment, and food products with six (6) months Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. **Wage starting at $15.23**

GUEST SERVICE REPRESENTATIVE ~ (CRC-26-010/Gaming/Full-time) **Closes: Open until filled**
The purpose of the position is to provide prompt, courteous, efficient service to hotel guests. Requires high school diploma or equivalent. Requires a valid driver's license; Must be able to obtain a Nez Perce Tribal Gaming License; Must be able to obtain CPR/First Aide, Food Handlers, Title 31/SARC, and TIPS training. **Wage starting at $15.20**

HOUSEKEEPER ~ (CRC-26-008/Non-Gaming/On-Call) **Closes: Open until filled**
The purpose of the position is to clean hotel guest rooms, and all offices and inside public hotel and RV Park, according to set standards, providing the highest quality service to guests and staff. Position requires manual labor, standing, or walking a majority of the time, lifting up to fifty pounds on occasion, High School Diploma preferred. Housekeeping experience preferred. Requires a minimum of six (6) months' experience in customer focused environment. **Wage starting at $15.22**

LEAD HOUSEKEEPER ~ (CRC-25-034/Non-gaming/Full-Time) **Re-Advertised** **Closes: Open until filled**
The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Responsible for daily cleaning of hotel guest rooms and all public areas and throughways providing the highest quality of service to the guests at all times. Requires a valid driver's license with insurable record. Requires training and/or three (3) years' work experience in housekeeping, janitorial and/or environmental services. Requires one (1) year of supervisory experience; demonstrated computer skills with word, spreadsheets, and database systems. **Wage starting at $16.12**.

ITSE' YE YE CASINO (KAMIAH, ID)

F&B CASH HANDLER (IYY-26-049/Non-Gaming/Part-Time) **Closes: Open until filled**
The purpose of the class is to greet and facilitate the guest experience by operating a point of sales system. Must be 19 years of age. Must be able to obtain a valid health card and Training of Intervention Procedures (TIPS for serving alcohol). Training and/or six (6) months' work experience required. Cash handling experience preferred. Bartending or restaurant experience preferred. **Tippable pay ranges starting at $13.52**.

SECURITY OFFICER (2 openings)~ (IYY-26-047/Gaming/Full-Time) **Closes: Open until filled**

The purpose of the class is to protect and secure the assets of the Nez Perce Tribal Gaming Enterprises. This position requires a high school diploma, GED, or specialized vocational training in security procedures and protocols. Must be able to obtain a Nez Perce Tribal Gaming License. One (1) year of experience in security of law enforcement preferred. 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)). Wage starting at $15.20**

NEZ PERCE EXPRESS (LEWISTON, ID)

MAINTENANCE ~ (NPX-26-050/Non-Gaming/Full-Time) **Closes: Open until filled**

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 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. **Wage starting at $15.22.**

STORE CLERK ~ (NPX-26-048/Non-Gaming/Part-Time) **Closes: Open until filled**

The purpose of this class is to provide customer service in a professional manner. Customer service is the most important aspect of this job in addition to keeping the store faced, clean, organized, and presentable to the public. 3 months' cash register and stocking experience in a customer service orientated establishment preferred. Must be able to obtain Underground Storage Tank Class C Certification. **The wage starting at $15.22.**

QE'MES EXPRESS (WINCHESTER, ID)

NONE-AVAILABLE AT THIS TIME

ZIMS HOT SPRINTS (NEW MEADOWS, ID)

RV PARK ATTENDANT ~ (NPX-26-034/Non-Gaming/Full-Time) **Closes: Open until filled**

Essential duty is maintaining the operational functionality of the overnight accommodations- responsible for maintaining the cleanliness and safety of the campground, which includes tasks such as cleaning restrooms, picking up litter and performing minor repairs. Handling reservations, collecting fees, and occasionally coordinating recreational activities or events. Requires high school diploma or equivalent. Valid driver's license is preferred. Two years of working with the general public and customer service experience. Some knowledge of electrical and mechanical devices and how to repair them. **Wage starting at $15.18**

EMPLOYEE BENEFITS PACKAGE:

- Medical/Dental/Vision
- Employer-paid Life Insurance + option to add.
- 401(K) competitive matches
- Employee Discounts
- Annual & Sick Leave + 16 Paid Holidays
- Employee Assistance Program
- Furnished Uniforms
- Short-Term Disability & Accident Insurance option

APPLICATION REQUIREMENTS:

- Must have a positive work history. Please add another sheet if one is not enough.
- Pre-employment drug screening.
- Social Security Card will be requested upon hire.
- Complete class description available upon request.

Non-Gaming positions

- Complete Application, please leave no blanks. If you need to leave a blank, please put N/A (not applicable). Please do not put "see resume" in job history.
- Copy of valid driver's license or identification card, if applicable a copy of tribal card or CIB (certification of Indian Blood) or descendancy letter.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.

Gaming positions

- Complete Application, please leave no blanks. If you need to leave a blank, please put N/A (not applicable). Please do not put "see resume" in job history.
- Nez Perce Tribal Gaming License is required and is subject to the application procedures established by the Gaming Commission.
- Copy of valid driver's license or identification card, if applicable a copy of tribal card or CIB (certification of Indian Blood) or descendancy letter.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- Three (3) letters of reference required.
- A High School Diploma or G.E.D. is required.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED