



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

November 12, 2019

#R14-19

Department: Kofa Inn Motel
Position: Motel Associate - Temporary/On Call (Non-Exempt)
Reports To: Motel Manager
Salary: \$11.00 per hour

Duties & Functions:

1. When assigned, answer phones, make reservations, check customers in/out, collect proper payment for all rooms, etc.; and program room keys.
2. Keep work stations clean such as bathroom, floors, counter and windows, also coffee pot area must be kept clean at all times.
3. When assigned cash draw count at beginning and end of each shift.
4. Make sure customers follow all motel rules such as parking and pool rules; and lock/unlock pool gate at required times.
5. Must prepare shift and daily reports.
6. Must be able to work tactfully and politely with the customers and other employees; and able to work independently and as a team player.
7. Reports and follow up on any maintenance problems as applicable.
8. When assigned, clean rooms thoroughly such as; make beds, change & clean linen, clean bathrooms (toilets, tub, basin, & floor, dusting of cooling/heating units, blinds, and fixtures, sweep entry walls and under door mats, kitchenette area, and replace all sanitary supplies in rooms.
9. When assigned and when on an established routine throughout the year, deep cleaning of rooms, strip & re-wax room floors, clean walls, clean all pictures on the walls, vacuum under beds, take down and clean all blinds, clean fans, overhead fixtures, and kitchenette stoves.
10. When assigned, stripping rooms of all linen for washing/drying/folding and storage for continued ongoing usage.
11. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
12. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



Required Skills and Abilities:

1. Must be able to understand verbal and written instructions
2. Must work safely and effectively.
3. Be on time for scheduled shift.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.
5. Must have own or reliable transportation.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

