



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

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

VACANCY ANNOUNCEMENT

December 16, 2019

#R22-19

Department: Aha Quin Resort
Position: Temporary Service Worker (Non-Exempt)
Reports To: Assistant Manager
Salary: \$12.50 per hour – 900 hours

Job Summary:

Under the general supervision of the Assistant Manager or his designee, performs a wide range of service-oriented duties in the store, restaurant, bar, gas dock, and/or mobile home park.

Duties & Functions:

1. Services may include, but are not limited to, cashiering, cooking, waitressing, stocking, displaying merchandise, cleaning, fueling, bartending, grounds and facilities maintenance.
2. More specific duties may be.
3. **KITCHEN ASSISTANT:** Assists in operation of restaurant, cooks and serves food, maintains cleanliness of kitchen and restaurant, assists with ordering of food and supplies, stocking, and may be responsible for other duties as instructed by the Asst. Manager or his designee.
4. **CASHIER:** Charges customers for store and restaurant items, makes change, closes out the balances cash register each night, takes lease payments, responsible for all cash taken in each day from other services in the park (i.e., gas dock and bar), stocks merchandise, cleans store and bathrooms, answers telephone and takes messages as necessary, may be responsible for other duties as instructed by the Asst. Manager or his designee.
5. **BARTENDER:** Maintain operation of bar, making drinks for customers and charging them, make change as needed, close out and balance cash register each day, clean bar area and outside eating area, maintain liquor inventory and order supplies as needed, may be responsible for other duties as instructed by the Asst. Manager or his designee.
6. **MAINTENANCE:** Maintains park water system, mows lawns, maintains roads and outside bathrooms in park, trash collection, maintains park equipment, attends gas dock and reads fuel meters, fills propane tanks, performs general repairs and park maintenance, may be responsible for other duties as instructed by the Asst. Manager or his designee.
7. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



Required Skills and Abilities:

1. Must possess the ability to maintain a good relationship with customers, tenants, and other employees.
2. Must be able to understand and follow verbal and written directions.

Education & Experience Requirements:

1. Must possess a High School Diploma or equivalent.
2. Must possess a current valid driver's license with a satisfactory driving record.

Physical Requirement:

1. Physically able to perform duties assigned.
2. Occasionally work extended shifts as assigned, some weekends. Hours vary depending on the needs of the business.
3. Must pass a drug/alcohol test.
4. Must be bondable.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.



Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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.

