



JOB OPPORTUNITIES

Applications are available online at www.little-creek.com
Contact Human Resources for complete job descriptions.

Employment, residential, and criminal background checks are required.
LCCR is a Drug Free Workplace.

Squaxin Tribal preference is given on hiring.

OPEN POSITIONS

Banquet Porter

Starting Wage: \$11.00

The Banquet Porter will be responsible for the set-up, maintenance, and appearance of the hotel meeting rooms according to sales contract and company standards. Responsible for the physical setting up and breaking down of the function room equipment, tables, chairs, etc. and the safe handling and storage of all banquet equipment. *High School Diploma or GED; Three months related experience and / or training; OR equivalent combination of education and experience.*

Beverage Manager

Starting Wage: Grade 5

Assist Food and Beverage Director in implementing established procedures and to oversee Beverage Department with cost controls, daily operations, inventory controls, staffing and quality controls. Manager will establish and execute Customer Service standards and practices. Will work swing shift. *Bachelor's degree (B.A.) from two-year college or university; or minimum of five (5) years consistent food and beverage experience; and a minimum of two (2) years management experience within the food and beverage industry; a minimum of two (2) years consistent venue ordering, payroll and revenue management or equivalent combination of education and experience.*

Cage Shift Supervisor

Starting Wage: \$16.00

Supervises all staff in cage cashiering, in absence of Cage Manager, on an as-needed basis. Responsible for the direct supervision and training of all staff in Cage cashiering functions. Responsible for custody of Cage inventory to include chip bank, main bank, employee bank and front window(s). Responsible for custody of electronic game inventory to include video lottery tickets Responsible for resolving any discrepancies and/or disputes involved in the day to day operation of the cage, and reporting any major problems to the Cage Manager. Participates in the daily reconciliation of cage paperwork. *Associate's degree (A. A.) or equivalent from two-year college or technical school OR one year related experience and/or training OR equivalent combination of education and experience to successfully perform the job.*

Cosmetologist**Starting Wage: DOQ**

The Seven Inlets Cosmetologist provides professional hair, skin and nail services as requested by clients and within the scope of licensure. The Cosmetologist must be familiar with standard concepts, practices, and procedures within this particular field. Must possess excellent communication skills and be able to learn the product and service knowledge necessary to effectively provide wellness and beauty solutions to meet the needs of our guests. Must hold and maintain a current state license in the Cosmetology field. ***High School Diploma or GED. Must be a graduate of an accredited school of cosmetology and maintain a current state cosmetologist license. One or more year experience as a Cosmetologist strongly preferred. Customer service experience is preferred.***

Esthetician**Starting Wage: DOQ**

The Seven Inlets Esthetician administers professional facials, waxing services and an array of body treatments to Spa guests. The Esthetician must possess a thorough knowledge of the skin, have excellent facial massage and skin extraction techniques, possess excellent cleanliness and sanitation skills and be willing learn spa specific facial treatment offerings. They must possess excellent communication skills and be able to learn the product and service knowledge necessary to effectively provide wellness and beauty solutions to meet the needs of our guests. ***A High School Graduate or GED. Esthetics license and/or Cosmetology license. One or more years' experience as an Esthetician strongly preferred. Customer service experience is preferred.***

Facilities Technician I**Starting Wage: \$15.50**

Installs, maintains and repairs wiring, electrical fixtures, apparatus, and pipe and control equipment for Little Creek Casino Resort facilities. Work with Facility Technician II individuals in training & development. Performs general maintenance repair and fabrication projects and responds to service calls as required in a timely manner. Performs preventative maintenance and repairs relative to plumbing, electrical, mechanical, heating, and cooling or ventilation systems as assigned. Knowledge of carpentry, woodworking skills and proper use of tools; basic mechanical aptitude. ***Associate's degree (A. A.) or equivalent from two-year College or technical school. Three years engineering / facilities related experience and/or training or equivalent combination of education and experience. Knowledge and/or experience of wiring circuits, panel and breakers. Maintenance and repair background of all kitchen equipment and systems, refrigeration and HVAC systems Certification.***

Facilities Technician II**Starting Wage: \$14.00**

Under the supervision of the Facilities Manager, supervisors and the direction of a Facilities Technician I, installs, maintains and repairs wiring, electrical fixtures, apparatus, pipe and control equipment for Little Creek Casino Resort Facilities, by performing the following duties. Performs general maintenance repair and fabrication projects and responds to service calls as required in a timely manner. Knowledge of carpentry, woodworking skills and proper use of tools; basic mechanical aptitude. Changes filters and maintains grease recovery unit. Maintains proper equipment inventories in shop area. Assists in installation of electrical hardware by blueprints/oral instructions. Promotes positive employee public relations; interacts with other internal departments as appropriate. ***High School or GED required. Three months general work experience required.***

Food and Beverage Stocker**Starting Wage: \$11.00**

Keep all food storage areas of Casino and Hotel Main Kitchen stocked, clean and orderly following all set standard operating procedures. Properly receives all orders following standard operating procedures. Unloads and unpacks incoming shipments following standard operating procedures. Ensures all inventory sheets are accurate, correct packaging counts and/or poundage. Relays changes needed to Room Chef. Tracks and controls all wastage and transfer of goods to coincide with ordering and monthly inventory and forwards to Room Chef. Clean and sanitize all food storage areas upon rotation process, prior to all food deliveries and minimum every hour and on a continuous basis. ***High School Diploma or General Education Degree (GED); three months related experience and/or training; Or equivalent combination of education and experience.***

Greenskeeper I**Starting Wage: \$11.00**

The Greenskeeper (under the supervision of the Golf Course Superintendent, Assistant Superintendent or foreman) performs routine manual labor involved in and/or related to Golf Course maintenance (performs semi-skilled grounds construction and maintenance work.) Ability to operate small hand powered equipment and occasionally performs work involving larger equipment / machines (Tractors, Fairway Units, Triplex Mowers, Walking Mowers, etc.) ***High School Diploma or general education degree (GED) Experience in turf maintenance preferred/OR three months related experience and/or training; OR equivalent combination of education and experience.***

Golf Shop Attendant**Starting Wage: \$11.00**

We are looking for energetic, guest experience-centric individuals that have a passion for golf, resorts/casinos, and being a part of a team to deliver exceptional guest experiences. Under the leadership of the Assistant Golf Professionals and Head Golf Professional, Golf Shop Attendants will assist our guests in having exceptional experiences at Salish Cliffs Golf Club at Little Creek Casino Resort. Individuals in this position need to be able to provide the level of guest service desired knowing that each of our patrons is unique in their expectation level as to how much and what type of service they receive to make their time with us the best it can be. Qualified candidates should be comfortable with standard golf and golf operation terms as well as have a strong desire and will to assist our patrons and fellow team members. ***High School Diploma or GED; One year experience in Retail and/or Golf Operations OR equivalent combination of education and experience.***

Groundskeeper I**Starting Wage: \$11.00**

The Groundskeeper, under the supervision of the Director of Facilities, performs routine manual labor involved in maintaining the grounds of the casino. Perform semi-skilled grounds construction and maintenance work. Ability to operate small hand powered equipment and occasionally performs work involving larger equipment / machines (Tractor, Riding Mowers, and Power Sweepers). ***High School Diploma or GED; Three months related experience and/or training; or equivalent combination of education and experience***

Hotel Investigator**Starting Wage: DOQ**

The Security Investigations Administrator will facilitate, conduct, analyze and manage Security investigations of Little Creek Casino Resort's liability concerning personal, causality, or property loss or damages. Correspond with or interviewing witnesses, or claimants to compile information. ***Bachelor's degree (B. A.) from four-year College or university; or equivalent work experience and/or training; or equivalent combination of education and experience. 5+ years' work experience in the field of security investigations/management. Interview and investigative experience required. Previous law enforcement.***

Inventory Control Lead**Starting Wage: Grade 13**

The Inventory Control Lead is responsible for assisting with all inventory control processes which include receiving, storing, inventorying, issuing and shipping of product, supplies, tools, parts, and equipment needs. The Lead will be involved with extensive work on computer and examination of paperwork for variances. ***High School Diploma or GED required. Five years (5) experience and/or training within the food industry using purchasing / inventory controls. Strong computer competency with data analysis, spreadsheets and process diagrams. Strong time management skills. Attention to detail. Collaborative team player who thrives in a teamwork-driven environment. Ability to manage multiple tasks and meet multiple deadlines simultaneously. Must be able to establish priorities based on available information, work processes, regulations and policies. Self-Motivated. Ability to function independently with minimal supervision.***

Player Development Host

Starting Wage: Grade 22

The primary purpose for this position is to build the customer database and increase player loyalty through recruitment and retention techniques including actively recruiting new players to become members of the Players' Club program. The Player Development Host will, at all times, promote the facility, services, programs and events while interacting with Marketing, Table Games, Slots and casino guests. The successful Player Development Host will ensure player retention through the use of prospecting identifying qualified players, utilizing direct mail strategies, capable of extensive telemarketing, applying sales techniques, and have primary focus on maintaining player activity in order to improve performance. The Player Development Host is responsible for ensuring that our guests enjoy a favorable gaming experience, taking care of guests' needs and acting on the guests' behalf to secure information and/or reservations at our property and off-property events. The Player Development Host will be active in an ongoing effort to prospect for new business, in particular, very aggressively seeking Premium-level player signups with players being actively identified and developed. Player Development Hosts are responsible for identifying and developing 250+ ADT "Premium" level players. In addition the, Player Development Host is responsible for disseminating information from a variety of sources to the Director of Marketing. ***Bachelor's Degree with a major in marketing, communication, or public relations. At least 2 years of experience working in a sales or customer service role. Knowledge in all key components of casino and resort marketing preferred. Capable of planning VIP events. Possess visual abilities and tolerance needed to complete detailed paperwork and use a computer for extensive periods of time to maintain player portfolios as part of our contact management system. Knowledge of Bally CMP system preferred. Experience managing demanding guests. Good organizational skills; able to handle many projects at one time. Experience with sales force management systems.***

Project Assistant

Starting Wage: Grade 8

The Project Assistant provides project management and administrative support to the Hotel as required. Works independently on special projects according to agreed timelines and special requests. Primarily work to keep a project running smoothly, on time and free of as many complications as possible. Deliver projects driven by quality, value and excellence. Effectively oversee the conception of an idea, all the way up to its execution and follow-up. The Project Assistant will focus efforts on reducing the number of variables that can disrupt a project from getting done on time and adhering to a strict deadline. ***Graduation from high school or G.E.D. equivalent; and five years of increasingly responsible technical or administrative support experience; or an equivalent combination of training and experience. Two years of Resort, remodel/renovations, administrative experience preferred. Experience in the gaming industry preferred. Must know and understand advanced features of Excel, Word, Outlook, PowerPoint and knowledge of HTML. Strong organizational and project management skills with the ability to multi-task. Excellent verbal and written communication skills, attention to detail and high level of customer service skills. Experience managing outside agencies and vendors.***

Risk Manager

Starting Wage: Grade 7

Lead in the development/adoption and enforcement of Information Security policies, procedures and standards. Conduct and complete an annual review of required HIPAA regulations and reports. Performs administrative and audit duties for the Casino under NIGC regulations, Tribal Gaming Regulations, State Gaming regulations and LCCR Policies and Procedures. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved. ***Bachelor's degree (B. A.) from four-year College or university; or seven years related experience and/or training; or equivalent combination of education and experience.***

Senior Accountant**Starting Wage: DOQ**

This position will support Accounting and Finance by performing day to day accounting tasks, account analysis, and month end closing activities, with the goal of producing accurate financial statements while adhering to appropriate internal controls and deadlines. This includes, but is not limited to, importing and exporting data, analyzing and explaining variances from expectations, reconciling associated general ledger accounts, and providing management with timely financial reporting information. All duties are to be performed within the guidelines of Little Creek Casino Resorts Policies and Procedures and Internal Control Standards. **Bachelor's Degree in Accounting and 3 years of general ledger accounting experience.**

Slot Technician**Starting Wage: \$15.00**

Troubleshoots and provides maintenance on VLT (Video Lottery Terminal) networks and associated assemblies. Upgrades network hardware and software components as required and/or assigned by the Slot Tech Manager. Installs, upgrades, and configures gaming equipment, permissions, and software on servers for Electronic Games, Keno, and Bingo. Provides technical support to workers in front of the house casino equipment such as, Keno, Bingo and VLT. Responsible for maintaining all gaming equipment components for Electronic Games, Keno and Bingo as directed by the Slot Tech Manager. Responsible for security and integrity of front of the house gaming equipment and networks. Prioritize workload to meet business demands. **High school diploma or general education degree (GED). Eighteen to twenty-four months related experience and/or training; or equivalent combination of education and experience. Must have knowledge of Windows, networking, basics and protocols, as well as PC maintenance and repair. Previous work with VLT's (Video Lottery Terminal) preferred; must have the technical knowledge to install, repair, troubleshoot and convert all gaming equipment.**

Slot Attendant Supervisor**Starting Wage: &17.00-Cap**

Operates and conducts management operations in the Slot Department in accordance with Squaxin Island Gaming procedures and internal controls to ensure the rules and procedures of the appropriate games are followed. Oversees a shift as well as manages the duties of Slot Attendants and Slot Attendant Leads to monitor team effectiveness and promote positive guest relations. Supervises employees in the absence of the Slot Manager for the Slot Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees; directing work; assisting with appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Through knowledge of all Electronic Games and functions required. Responsible for direct supervision of staff in Video Lottery Terminal Functions. Ensures department compliance with all regulatory requirements. Approves and verifies all proper Title 31 Forms are completed and accurate for gaming transactions; Hand pays, Jackpots, Unclaimed Jackpots, W2-G, 1042S, etc. Maintains the highest level of confidentiality. Display professionalism and excellent verbal and written communication skills. Excellent guest service and team member relations skills. **High School Diploma or GED required. Minimum 2 years Supervisory related experience within the gaming industry.**

Spa Coordinator**Starting Wage: \$11.00**

Assists guests efficiently, courteously and professionally in all SPA Guest Services related functions. Spa Coordinators are responsible for the reception and general spa areas. Includes greeting all of the spa guests, answering phone calls, assisting guests with questions regarding spa services and products. Booking all appointments, checking the guest into the computer system and charging for services performed. Maintains Little Creek Casino Resort's Seven Inlet SPA high standards of customer service and hospitality. Strives to exceed guest expectations. **High School Diploma or GED. Six months related experience and/or training OR equivalent combination of education and experience. Prior experience within Spa hospitality or related industry is required**

Table Games Floor Supervisor

Starting Wage: \$19.00

A Floor Supervisor directly supervises employees in the Table Games Department. Carry out supervisory responsibilities in accordance with the organization's established policies and procedures. Courtesy and helpfulness to guests and co-workers are fundamental requirements of the position. *High School Diploma or equivalent. A minimum of three years Table Games experience. One year experience of deal time in both Craps and Roulette. Must demonstrate knowledge of basic strategy at a proficiency rate of 80% by way of exams. Knowledge and practice of all Title 31 Regulations is required.*



Utility Tech

Starting Wage: \$11.00

Maintains grounds of casino. *High school diploma or general education degree (GED); Three months related experience and/or training; or Equivalent combination of education and experience.*

If interested in applying, please contact 360.432.7036

To check on status of application, please contact

Jessica Cruz: [360.432.7031](tel:360.432.7031) / jessica.cruz@littlecreek.com or

Louise Rioux: louise.rioux@littlecreek.com

Applications must be entirely completed to be considered.

**Always accepting applications
to develop a pool of qualified candidates for:**

- | | |
|---|---------------------------------------|
| Beverage Servers | Island Grille Cashier/ Hostess |
| CageCashier | Island Grille Food Server |
| Cooks | Keno Runner |
| Class II Cashier | Kitchen Janitor |
| Deli Attendants | Player's Club Representative |
| Drop and Count Team Members | Retail Associate |
| Hotel Housekeeping | Security Officers |
| Hotel Room Attendant | Slot Attendants |
| Environmental Services Attendant | Stewards |

**Always accepting applications for qualified
Table Games and Poker Dealers!**