



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 Server

Starting Wage: \$11.00

Serve meals to patrons in Banquets, Events, Room Service or other dining areas within the casino. Completes set-up duties for banquets and other special events within the casino. Presents menu, answers questions, and makes suggestions regarding food and service. Serves all guests according to established standards of quality. Observes guests to respond to any additional requests and to determine when meal has been completed. Clears and resets tables at conclusion of each course according to established duties. Completes breakdown duties for banquets and other special events within the Casino. Assists all other employees in performing their duties whenever required. Promotes positive customer relations by providing prompt, courteous, and efficient service to patrons. Maintains current knowledge of Food & Beverage rules, regulations, policies and procedures. ***Must be 18 years of age. High school diploma or general education degree (GED) One year related experience in food handling; or equivalent combination of education and experience. Current Class 12 Mixologist Permit / Class 13 Alcohol Server Permit, Valid Washington State Food Worker Card.***

Beverage Manager

Starting Wage: Grade 5

The Beverage Manager is responsible for the overall direction, coordination and evaluation of the Beverage Department. Also directly manages/ supervises Bartenders, Lounge Beverage Servers, Casino Floor Beverage Servers and the Special Event Crew when needed. Assists the Catering Department with beverage requirements. Carry out Management responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees. Addresses complaints and resolves problems within the Beverage Department. 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. Compile, adjust and post personnel shift schedules weekly as needed for the Beverage Department. Coordinates with other departments for special event needs. Responsible for coordinating all entertainment, promotions and events with the marketing department while maximizing revenue. Ability to plan and implement new ideas within the Beverage Department. *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.*

Creekside Buffet Chef

Starting Wage: Grade 6

Manages the food production area in the Creekside Buffet, Starlight Lounge and Water's Edge Café. Full responsibility for managing food production area in the Creekside Buffet, Starlight Lounge and Water's Edge Café. Coordinates activities of Main Kitchen to effect operational efficiently and economy. Responsible for menu planning, taking advantage of foods in season and local availability. Inspects and tastes prepared foods to maintain quality standards and sanitation regulations. Plans and implements organization and policy for the designated venues. Promotes organization in industry and trade associations. Attend management meetings and convey all relevant information throughout Main Kitchen Staff. **Culinary Arts Certificate from College and/or Technical School. Ten years Food and Beverage experience in food preparation with progressive management and supervisory experience OR combination of education and experience.**



Drop & Count Supervisor

Starting Wage: DOQ

Under general supervision of the Controller accomplishes the objectives of the Drop & Count Department by supervising and overseeing the proper collection and efficient transfer of all currency from gaming machines, table games and ticket redemption kiosks to the count room. Ensures Drop & Count Team operates in accordance with applicable laws, regulations, policies and procedures. Maintains confidentiality of all privileged information. *High School Diploma or GED AND at least 21 years of age required. AA Degree from a business or technical skills college preferred. Prior cash handling experience preferred. Two years of supervisory experience required. Excellent organizational and planning skills required. Excellent Word processing, spreadsheet and email software skills required.*

Environmental Services Housekeeping Attendant

Starting Wage: \$11.00

Keep premises of office building or other commercial or institutional building in clean and orderly condition. *High School Diploma or General Education (GED). Three months related experience and/or training. OR equivalent combination of education and experience.*

Greenskeeper I,II, III

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.***



Human Resources Clerk

Starting Wage: \$11.00

Acts as Office Support to the Human Resources Director and Staffing Specialist and performs confidential clerical functions. Assists in all Human Resources functions. Maintains all postings, internally to LCCR and externally to SIT community. Routes all outgoing mail to departments including processing stamped mail. Maintains all Staffing, New Hire, PED packets for distribution for all new and perspective employees. Maintains, reviews & processes employment applications, scanning onto computer and making copies as needed for distribution, evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants. Assists Staffing Specialist with recruitment and job placement of all non-native applications, also assists the Staffing Specialist with processing of Native Applications. ***High School Diploma or GED equivalent; or one year related experience and / or training; or equivalent combination of education and experience***

Hotel Guest Services Representative Lead

Starting Wage: \$12.00

Responsible for answering and directing phones in a timely manner, takes reservation requests efficiently and effectively. ***High school diploma or general education degree (GED). Six months related experience and / or training. OR equivalent combination of education and experience.***



Hotel Reservationist- PBX Operator

Starting Wage: \$11.00

Responsible for answering, directing phones in a timely manner and making Hotel Reservations. ***High school diploma or general education degree (GED). Six months related experience and / or training. OR equivalent combination of education and experience.***



Nail Technician

Starting Wage: DOQ

The Seven Inlets Nail Technician provides professional nail services as requested by clients and within the scope of licensure. The Nail Technician 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. ***The requirements listed below are representative of the knowledge, skill, and/or ability preferred. A High School Graduate 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.***

Receiving Clerk

Starting Wage: \$13.00

Responsible for receiving, storing, inventorying, issuing, and shipping of product inventories, supplies, tools, parts, and equipment. Compile records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment. Keeps inventory storage shelves stocked and clean, and inventory placed in appropriate spaces. This position is to support the operations and to ensure that all transactions are completed as seamless as possible. ***High school diploma or general education degree (GED). 2 years related experience and/or training; or equivalent combination of education and experience. 2 years of restaurant experience preferred.***



Resort Sales Manager

Starting Rate: DOQ

The Resort Sales Manager is responsible for soliciting new accounts, as well as, maintaining existing accounts while achieving and exceeding all revenue goals to include increased room nights, average rates, and meeting, ballroom and event center rental. This Manager will collaborate with the Director of Marketing in developing strategies and programs to achieve operational goals. The Resort Sales Manager will interact with other members of the Little Creek Casino Resort management and leadership to create and support resort-wide sales and services. Inspires others with a clear direction by understanding and demonstrating a high level of commitment and energy in all endeavors. Provide information about the property and facilities by utilizing an effective, proven and positive sales technique. Travel locally and out of city /state as necessary to conduct sales calls and blitzes to promote the hotel property, company portfolio of properties to develop leads. Organize and make arrangements to attend trade shows and other industry related events as necessary to represent Little Creek Casino Resort and acquire new business leads. Participate in business review meetings, pre-convention meetings, training, and other sales related meetings as required. Develop and maintain knowledge of market trends, competition, customers, and leading guest strategies. This person is responsible for all aspects of the Resort Sales Department including policies, programs and procedures. This manager hires, fires, disciplines, directs trainings, schedules and oversees all employees of the department. The Resort Sales Manager must maintain a high level of public relations and professionalism. *Minimum of three years of prior hospitality experience working with the public utilizing guest services skills; Minimum of two years' experience making presentations in front of groups; Minimum of one year outside sales experience non-retail sales; Two years' experience as a Hotel Sales Coordinator or Catering Coordinator may be considered in lieu of outside sales experience. Minimum of one year experience working in a tribal owned /operated hotel and/or casino operation; prior Northwest Market Sales preferred; degree in business, finance, marketing or related field preferred; High School Diploma or equivalent required. Must be able to work in a professional fast-paced, customer service environment.*



Service Bar Barporter

Starting Wage: DOQ

Maintains adequate levels of bar supplies and equipment and a high standard of cleanliness to bar area ensuring high caliber service to patrons. **High school diploma or GED equivalent and experience in bar set-up preferred; and/or equivalent combination of education and experience. Must be 21 years of age.**

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.*

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.*

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

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|----------------------------------|--------------------------------|
| Beverage Servers | Island Grille Cashier/ Hostess |
| Cage Cashier | 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 |
| Environmental Services Attendant | Security Officers |
| Hotel Room Attendant | Slot Attendants |
| Hotel Housekeeping | Stewards |

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

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