



## **Spokane Tribal Enterprises**

HUMAN RESOURCES DEPARTMENT

P.O. BOX 98 Wellpinit, WA 99040

(509) 458-6578 / FAX (509) 458-6598

### **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-012  
**Title:** CREW MEMBER  
**Supervisor:** Two Rivers Resort Manager  
**Location:** Two Rivers RV Park  
**Status:** Full Time/Seasonal/Non-Exempt  
**Rate of Pay:** \$12.00/Hour  
**Opening Date:** February 7, 2018  
**Closing Date:** Open Continuous

#### **Summary**

The Two Rivers RV Park Crew Member will be responsible for providing all Two Rivers RV Park customers and visitors with exceptional customer service, at all times. The Two Rivers RV Park Crew Member will be responsible for the maintenance and repairs at the Two Rivers RV Park, as well as maintaining a clean and safe working environment in accordance with the Spokane Tribal Enterprises policies and procedures.

#### **Duties and Responsibilities**

- Provides top quality service at all times, and to every customer, in accordance with Spokane Tribal Enterprise's policies and procedures.
- Maintains and cleans all RV Park restrooms, shower and laundry facilities to the highest standard of customer expectations.
- Maintains and cleans all RV Park cabins to the highest standard of customer expectations.
- Maintains all landscaping in the RV Park and surrounding areas to the highest standard of customer expectations.
- Prepares and paints walls, fencing, tables, and other woodwork; installs or repairs carpet; performs other custodial duties, as required.
- Performs regular general clean-up maintenance of RV Park: operates lawn mowers, leaf blowers, and a variety of other small equipment needed for landscaping. Empties trash on a regular basis and disposed of in accordance with environmental and TOSHA regulations.

- Performs minor repairs such as replacing switches and light fixtures, faucets, plumbing, check valves, heating and venting systems, etc.
- Observes, monitors and assists with the pump out station within established policies regarding sanitation and accident prevention.
- Reports danger or damage to RV Park property, equipment, or electrical boxes immediately, to a supervisor.
- Assists with day-to-day operational functions of the Two Rivers RV Park, including the restrooms, store, laundry facilities, cabins, pump out and all other Two Rivers RV Park property.
- Conducts sales transactions quickly and accurately. Operates cash register, using scanner by passing UPC bar-coded items to display cost of customer purchases and tax (if applicable) on monitor screen. Enters all transactions into cash register, accepts payment and accounts for all funds.
- Reviews and checks customer credit cards, strictly following policies and procedures. Obtains electronic or telephone authorization for all charges.
- Accomplishes shift changes by documenting unit inventory counts of tobacco products and cash register counts at the beginning and end of every shift.
- Performs daily, weekly, and monthly cleaning and general task lists.
- Works with customers to identify needs and resolves any complaints and problems. Exercises good judgement in resolving any/all customer issues.
- Takes measures to preserve the safety of employees and all others in the work location. Wears required safety equipment.
- Becomes knowledgeable in all facets of the daily operations and assists other Two Rivers RV Park employees in the performance of their duties.
- Ensures that confidentiality is strictly adhered to at all times.
- Verifies identification and documents all Tribal and Inter-Tribal discounts.
- Takes initiative in getting job duties and tasks completed without direction or direct supervision.
- Ability to occasionally lift 50 pounds safely.
- Performs and completes other duties as assigned.

## **OTHER REQUIREMENTS**

- Candidate must be 18 years of age or older.
- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate with basic experience in carpentry, plumbing and electrical and mechanical functions is preferred.
- Candidate with prior experience dispensing propane is preferred.
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.

- Candidate must be able to follow all safety guidelines and be familiar with and follow all Tribal, Federal and applicable Washington State laws pertaining to RV Park operations.
- Candidate must be able to work flexible shifts (all days of the week) and hours, holidays, and special events.

**Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact: Denise Abrahamson, Human Resources Director**

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**Wellpinit, WA 99040**

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**Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy**

**All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation**

**All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period**