



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

MAY 6, 2013

#R03-13

DEPARTMENT: B.R.D.E. MOTELS
POSITION: MOTEL ASSOCIATE (TEMPORARY ON CALL POSITIONS)
SALARY: MINIMUM WAGE
CLOSING DATE: **OPEN UNTIL FILLED**

PRIMARY DUTIES & RESPONSIBILITIES:

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 station clean such as bathroom, floors, counter and windows, coffee pot area daily.
3. Make sure customers follow all motel rules such as parking and pool rules; and lock/unlock pool gate at required times.
4. When assigned, count cash draw at beginning/end of each shift. Prepare shift and daily reports.
5. Able to work tactfully and politely with the customers and other employees; and able to work independently and as a team player.
6. Reports and follow up on any maintenance problems as applicable.
7. 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 pictures, door jams, vacuum rooms checking for spots, polish all furniture & fixtures, sweep entry walls and under door mats, kitchenette area, and replace all sanitary supplies in rooms.
8. 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 walls, vacuum under beds, take down and clean all blinds, clean fans, overhead fixture, and kitchenette stoves.



9. When assigned, stripping rooms of all linen for washing/drying/folding and storage for continued ongoing usage.

EDUCATION & EXPERIENCE REQUIREMENTS:

1. Must have own or reliable transportation.
2. Able to work weekends and holidays.
3. Dress with care.
4. Understands verbal/written instructions.
5. Work safely and effectively.
6. Be on time for scheduled shift.
7. Have a High School Diploma or equivalent or willing to work toward one.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

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

INDIAN 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.