



Fallon Tribal Development Corporation

567 Rio Vista Drive, Fallon, Nevada 89406

Tel 775.423.6040 / Fax 775.423.6048 / www.ftdc.us

JOB ANNOUNCEMENT

Deadline: **As Needed**

Title: **GUEST SERVICES ASSOCIATE**
Location: Fox Peak Cinema 501 East Williams Ave. Fallon, NV 89406
Salary: \$9.00-10.13 Hourly – hiring range (Steps 1 - 5 DOE), Hourly/Non-exempt
(Class Code 206; Grade 1)
Supervisor: Cinema Assistant Manager

DESCRIPTION. Delivers exceptional customer service at the theater and work in a variety of different settings including serving as a cashier at the box office, food service worker in concession area and usher in theater auditoriums, as well as assisting the maintain the cleanliness of the entire theater.

MINIMUM QUALIFICATIONS, ABILITIES, SKILLS:

- Education:** Must be at least 16 years of age and have graduated or are obtaining high school GED or equivalent, preferably with a focus on business studies.
- Physical Requirements:** Frequently sit and stand; occasionally walk/bend/stoop and reach above shoulder level, crouch, kneel and push/pull; carry or lift thirty-five (35) pounds of supplies.
- Availability:** Must be willing to work flexible hours that will include evenings, weekends and holidays.

FULL JOB DESCRIPTION & TO APPLY:

Obtain Applications & Job Descriptions at 567 Rio Vista Drive, Fallon, NV 89406; or website at www.ftdc.us. Call Human Resources (775) 423-6040.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) and to members of the Fallon Paiute-Shoshone Tribe in accordance with adopted policies & procedures. The Fallon Tribal Development Corporation is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(l) of Title VII of the Civil Rights Act of 1964, amended in 1991.

GENERAL EMPLOYMENT INFORMATION

U.S. Veteran's Preference: Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer: The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace: The Fallon Tribal Development Corporation is an employee drug-free work place. Applicants will be required to undergo drug testing prior to employment (at the applicant's expense) and will be subject to further drug and alcohol testing throughout their period of employment.

Background Checks: All employees must be able to pass a background check per the FTDC's background check procedures.