

- The Broadmoor Hotel is a **luxurious retreat conveniently located just minutes from downtown Colorado Springs**. It has 779 rooms and suites, 185,000 square feet of flexible event space, 15 restaurants, cafés and lounges, three golf courses, a tennis club, and world-class spa.
- The Broadmoor actively recruits from more than 115 international schools/organizations, and currently employs over 100 international students from 16 different countries.
- Each season employer does Denver Day Trips, employee luncheons, and sporting events.
- The Broadmoor is hi-end hotel and got many awards such as **AAA Five-Diamond (42 years in 2018), U.S. 30th Best Hotel in the Country (2018)**, etc.
- Students' housing neighborhoods include restaurants, drug stores, supermarkets, and many convenience stores.
- Colorado Springs is known as a paradise of outdoorsmen. Over six million visitors flock to the Colorado Springs area each year to enjoy activities that include mountain biking, trail hiking, horseback riding, rafting, and fishing.
- Colorado Springs is situated near the base of one of the most famous American mountains, Pikes Peak, rising over 8,000 feet above the city on the eastern edge of the Southern Rocky Mountains.

***** PLEASE READ MORE INFORMATION FROM EMPLOYER PROFILE ON THE OEG WEBSITE *****



Summer Program



Organization: CIEE
Type of Employer: Select Employer



Housing: Apartment
Rental - \$75/week (Deposit – \$50 Non-Refundable).

Interview Place: Bangkok
Interview Date/Time: 3-Nov-2019/ 8.00 – 18.00

Interview Type: Hiring Event
Reservation Deadline: 15 Oct 2020

Position	English Level	Wage	Job No.	Description	Work Duration
Busser Food Runner	9 – 10	\$5.42 + Tips	FULL	<ul style="list-style-type: none"> • Maintain thorough menu knowledge and serve food from kitchen to guests in an efficient manner. • Communicate with serving staff, kitchen staff to ensure accuracy of orders and insure proper timing of service. • Set tables with silverware and glassware and maintain cleanliness of the dining room and bowling alley. 	<ul style="list-style-type: none"> • Job Start Period: 5 May - 1 June 2020 • Job End Period: 3 – 31 August 2020 • Minimum work duration: 13 weeks • The Broadmoor holds a new hire orientation on <u>Monday</u>. • Students should arrive on <u>Thursday</u> between 9am and 4:30pm <p>-----</p> <p>Set A: 25 May – 24 August 2020</p> <p>Set B: 1 June – 31 August 2020</p>
Food & Beverage Attendant	8 - 10	\$12.00	FULL	<ul style="list-style-type: none"> • Greets guests in a good manner with proper and correct posture. • Assists in the preparation of beverages requested by customers, has a thorough knowledge of coffee drinks. • Observes customers to anticipate guest needs and to respond to any additional requests. • Completes audit reports daily at the end of the shift. 	
Host	9 – 10	\$12.00	FULL	<ul style="list-style-type: none"> • Schedule dining reservations and arranges parties or special services for diners • Greet guests, escorts them to tables, and provides menus. • Set up work stations and control of food and beverage checks. • Answer phone with proper greeting. • Marginal Duties and Responsibilities include the following. <ul style="list-style-type: none"> - Guide and train new staff in training - Order and stock supplies as needed 	
Laundry Attendant	5 – 10	\$12.00	FULL	<ul style="list-style-type: none"> • Operates flat iron and feeder. • Inspects linen for tears or stains. Including sorting, removing towels, counting, stacking and folds. • Practices safety regulations 	
Lobby Attendant	5 – 10	\$12.00	FULL	<ul style="list-style-type: none"> • Vacuums all carpeted areas of responsibility. • Scrubs all restroom fixtures, toilets, sinks, walls and floors with appropriate solution (guest and employee). • Replenishes supplies, polishes furniture, Cleans all glass and mirrors as necessary. • Removes all trash and debris to include emptying ashtrays. • Cleans and supplies all public and house telephones. • Performs housekeeper duties when necessary. • Reports all maintenance problems to office. • Orders proper supplies. • Cleans offices as requested. 	

Position	English Level	Wage	Job No.	Description	Work Duration
Park Attendant	8 - 10	\$12.00	FULL	<ul style="list-style-type: none"> Regularly moves between park jobs with adaptation and ease; i.e. Gate Greeter, Tram Driver, Activities Leader, Ticket Checker, East Lot Attendant and other General duties. Assists guests with information include direction, tickets, shuttle transportation, park attractions and guidance. May be asked to drive guest and employee shuttles in the park. And maintain all departmental vehicles. Maintains park grounds especially East Parking Lot including waiting area, trash bins, signage, lights and security issues / concerns. Answers phone calls when necessary May be asked to assist with traffic flow and revenue collection during parking events 	<ul style="list-style-type: none"> Job Start Period: 4 May - 1 June 2020 Job End Period: 3 – 31 August 2020 Minimum work duration: 13 weeks The Broadmoor holds a new hire orientation on <u>Monday</u>. Students should arrive on <u>Thursday</u> between 9am and 4:30pm <p>-----</p> <p>Set A: 25 May – 24 August 2020</p> <p>Set B: 1 June – 31 August 2020</p>
Player Service Attendant	5 - 10	\$5.15 + Tips	FULL	<ul style="list-style-type: none"> Drive a golf cart to transport golfing equipment to the proper locations on property. Maintain daily records for all golfing equipment including cleaning. Greet members and guests and anticipate their needs. Answer golfers questions and provide information as appropriate. Operate golf cars in a safe and responsible manner and clean. Operate pro-active golf ball recovery machinery and other related golf operation equipment 	
Server	9 - 10	\$4.25 + Tips	FULL	<ul style="list-style-type: none"> Answers menu questions and makes suggestions. Writes order on check or memorizes it. Relays order to kitchen via computer and serves orders. Totals bill and accepts payment. Completes daily and weekly side-work. 	
Set-Up Crew	5 - 10	\$12.00	FULL	<ul style="list-style-type: none"> Set-up and break-down all functions of meetings and events (ex. breakfasts, dinners, exhibits, tradeshow, auctions, etc.). Refresh function rooms during meals and breaks. Interaction and servicing of customer needs Cleaning of function space Report major cleaning and repair needs daily. Maintain equipment and vehicles and operate all equipment only as intended. 	
Steward	5 – 10	\$12.00	FULL	<ul style="list-style-type: none"> Maintains kitchen work areas and restaurant equipment and utensils in clean and orderly condition. Scrapes food from dirty dishes and washes them by hand or places them in racks or on conveyor to dishwashing machine. • Washes worktables, walls, refrigerators, and meat blocks. • Segregates and removes trash and garbage • Steam cleans or hoses out garbage cans. • Transfers supplies and equipment between storage and work areas. • Loads or unloads trucks picking up or delivering supplies and food. • Assists chefs with dish-up meals as needed. • Other duties may be assigned. Students will be exposed to humid and hot conditions, lifting and standing for long periods of time. 	
Turndown Attendant	5 – 10	\$12.00	FULL	<ul style="list-style-type: none"> Maintains cleanliness of rooms/lobbies/house areas to 5 Star/5 Diamond standards. Essential Duties and Responsibilities include the following. • May be assigned deep cleaning projects, corridor and service area cleaning projects or other projects. • Removes used bed linens and restroom terry from guest rooms. • Removes trash from guest bedrooms and restrooms. • Makes beds ensuring all bedding is clean and fresh for each guest. • Other duties may be assigned. The employee is regularly required to lift up 10-25 pounds. 	

The Broadmoor Hotel Colorado Springs, Colorado



Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

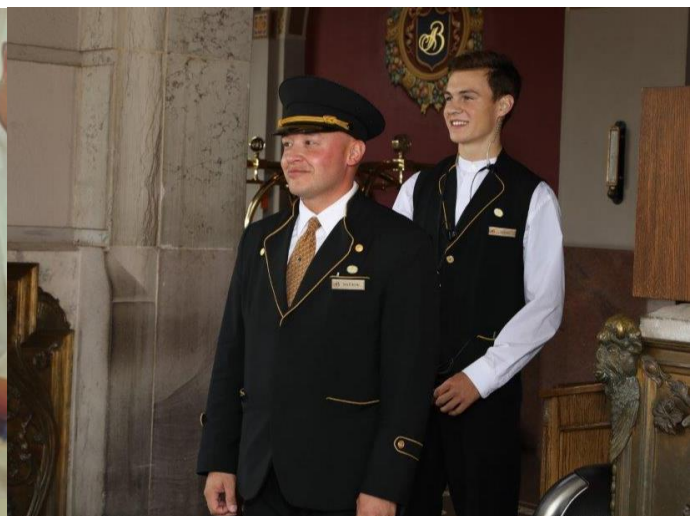
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The Broadmoor Hotel Colorado Springs, Colorado





The Broadmoor Hotel Colorado Springs, Colorado





WORK & TRAVEL USA

The Broadmoor Hotel Colorado Springs, Colorado

<https://www.broadmoor.com/>

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Find second jobs in the community

No, unlikely

Housing

Yes

Housing Cost

\$ 75 per Week

Meal Plan

Not available

Cost per Day

\$ 0

Hire Participants Travelling in Groups

No

Maximum Group Size

Grooming Requirements

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Types of Cultural Opportunities

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days



The Broadmoor Hotel - Busser/Food Runner

HOST INFORMATION

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Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Execute guest service duties in accordance with Forbes/AAA inspection standards and Broadmoor Standards of Excellence
- Maintain thorough menu knowledge
- Serve food from kitchen to guests in an efficient manner
- Communicate with serving staff and kitchen staff to ensure accuracy of orders
- Communicate directly with chef/expeditor to insure proper timing of service
- Be knowledgeable in food product, and food preparations. Understand what the kitchen is serving and ensure all food is properly served at the tables
- Be able to expedite the food coming to the window from the chef/kitchen staff
- Know the table numbers and pivot points for all areas of the restaurant
- Inspect orders for accuracy prior to serving. Bring any concerns to the attention of the Chef de Cuisine or Sous Chef immediately
- Be able to answer questions guests might have regarding food being served

- Observe guests and respond to any additional requests
- Carry soiled dishes from dining room to kitchen
- Help pre-bus and attend to guest needs
- Set tables with silverware and glassware
- Serve water and other beverages as required
- Maintain cleanliness of the dining room and bowling alley
- Fold serviettes and other linens as needed for staff and guests
- Return stacked bus trays to dish room
- Assist in clearing and resetting the bowling lanes
- Break down and reset restaurant in accordance with side work
- Assist Servers in any other duties as needed prior to, during, and after service
- Maintain courteous, professional and polite attitude with all other service and kitchen staff
- Report tips in accordance with IRS regulations
- Check schedule daily, as it is subject to change
- Uphold and abide by all Broadmoor policies, procedures, and safety guidelines
- Maintain knowledge of Broadmoor history and grounds
- Maintain knowledge of Broadmoor restaurants and retail outlets
- Maintain knowledge of local points of interest and activities

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$5.42

Eligible for Tips: Yes

Employees that are in tipped positions are either in a tip pool or receive a portion of a service charge. Employees always make at least minimum wage which is \$12.00 an hour.

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 50

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes

Some restaurant experience is preferred. May have experience in other restaurant positions other than server.

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is regularly required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The employee is occasionally required to push and/or pull 100+ pounds and lift up to 100 pounds with assistance

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: Yes

Training wage description:

Minimum wage, \$11.10

Start on specific day of the week: No

Training requirements:

Responsible Alcohol Service training is required

Need to wear uniform: Yes

Uniform Policy:

- All uniformed employees must wear required uniform provided by the Hotel.
- Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with its own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szimkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application

and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Food & Beverage Attendant

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Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Greets guests in a friendly, timely manner with a smile, proper English and correct posture.
- Obtains items requested by customers or receives items selected by customers.
- Assists in the preparation of beverages requested by customers quickly and confidently, has a thorough knowledge of coffee drinks.
- Answers customer's questions concerning merchandise and is able to helpfully discuss ingredients, preparation methods and potential allergy triggers of products offered.
- Observes customers to anticipate guest needs and to respond to any additional requests.
- Wraps or bags products for customers.
- Stocks shelves, counters, or tables with products.
- Cleans shelves, counters, or tables.
- Cleans and maintains meticulously all Cafe Julie's public area spaces, removes all debris and discarded items from table tops and surrounding areas.

- Cleans and sanitizes all table tops and surrounding guest areas.
- Maintains all floors in the Café Julie's public area to include, sweeping, mopping and general maintenance of all flooring areas.
- Totals price and tax on products purchased by customer, accepts payment, and makes change.
- Removes and records the appropriate amount of cash in register at the end of shift.
- Completes night audit reports daily at the end of the shift.
- Reports tips as required by IRS.
- Completes time and attendance sheets daily.
- Handles opening and closing procedures as directed by side-work manual.
- Completes daily and weekly side-work.
- Attends and participates in monthly departmental meetings.
- Follows Broadmoor safety and hygiene standards.
- Follows directions received from Supervisors.

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes

Some restaurant experience is preferred. May have experience in other restaurant positions other than attendant

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is regularly required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The employee is occasionally required to push and/or pull 100+ pounds and lift up to 100 pounds with assistance

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Responsible Alcohol Service training is required

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

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Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes
Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szimkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Host

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Schedule dining reservations and arranges parties or special services for diners
 - Greet guests, escorts them to tables, and provides menus
 - Identify and assist in problem solving
 - Set up work stations and control of food and beverage checks
 - Demonstrate proper dress code and appearance standards along with correct work habits and attitude including smiling, proper English and posture
 - Assist in the dining room and the Restaurant Manager as needed
 - Answer phone with proper greeting
- Marginal Duties and Responsibilities include the following.
- Guide and train new staff in training
 - Order and stock supplies as needed

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes

Some restaurant experience is preferred. May have experience in other restaurant positions other than host.

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

The employee is regularly required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds.

Standing for entire shift
Handling cleaning chemicals

Job Training required: Yes

Length of job training:
2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:
Responsible Alcohol Service training is required

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo, Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Laundry Attendant

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Operates flat iron and feeder
- Inspects linen for tears or stains
- Sorts linen, removing towels from sheets
- Practices safety regulations
- Counts and stacks linen
- Folds various laundry items
- Weighs linen

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

The employee is regularly required to lift up to 10 pounds. The employee is frequently required to lift up to 25 pounds.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

- All uniformed employees must wear required uniform provided by the Hotel.
- Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

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Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

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Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szimkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

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Pueblo, Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

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\$100 to \$150

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Denver, Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa
+1 303 628 7777
\$100 to \$150

Radisson
1645 N Newport Rd
Colorado Springs , Colorado 80961
https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb
+1 (719) 597-7000
\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor

Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Lobby Attendant

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Vacuums all carpeted areas of responsibility.
- Scrubs all restroom fixtures, toilets, sinks, walls and floors with appropriate solution (guest and employee).
- Replenishes supplies as necessary.
- Polishes furniture as necessary.
- Cleans all glass and mirrors as necessary.
- Removes all trash and debris to include emptying ashtrays.
- Cleans and supplies all public and house telephones.
- Performs housekeeper duties when necessary.
- Reports all maintenance problems to office.
- Orders proper supplies.
- Cleans offices as requested.

- Checks cleanliness of public areas in hourly intervals to include restrooms.
- Cleans trash receptacles outside guest entrances.
- Assists with guest deliveries as needed.
- Assists with filling of supply caddies for Room Attendants

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience. Previous experience in a physically demanding job preferred.

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szimkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites
4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Park Attendant

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Has a smile with a welcoming and positive attitude that supports the philosophy of a Broadmoor owned property
- Consistently provides a high level of service to all guests, external and internal
- Regularly moves between park jobs with adaptation and ease; i.e. Gate Greeter, Tram Driver, Activities Leader, Ticket Checker, East Lot Attendant and other General duties.
- Assists guests with directions, information on tickets, shuttle transportation, park attractions and guidance
- May be asked to drive guest and employee shuttles in the park
- Maintains park grounds to include picking up trash, emptying trash cans, sweeping designated areas and clearing trails or roads as necessary
- Answers phone calls when necessary
- Assists in ensuring all departmental vehicles are fueled, clean and maintained
- May be asked to assist with traffic flow and revenue collection during parking events

- Cleans and keeps East Parking Lot and guest shuttle waiting area clear of debris
- Oversees emptying East Parking Lot trash bins
- Ensures that signage is maintained as necessary
- Checks lights and reports any maintenance and or safety concerns throughout the Park and East Lot.
- Reports any security issues/concerns to Park Supervisor, Director of Operations.
- Assists during winter to ensure that snow removal is conducted in guest areas.
- All other duties as assigned by the Park Supervisors and Director of Operations

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is regularly required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The employee is occasionally required to push and/or pull 100+ pounds and lift up to 100 pounds with assistance

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

- All uniformed employees must wear required uniform provided by the Hotel.
- Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with its own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Player Services Attendant

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Drive a golf cart to transport golfing equipment
- Deliver golfing equipment to the proper locations on property
- Maintain daily records for all golfing equipment accepted into and released from the custody of the Golf Club (including rental club inventories)
- Clean golf equipment in custody of the Golf Club after every use
- Greet members and guests and anticipate their needs in advance to provide exceptional service
- Be informed of property information and facts about daily events in order to answer golfers questions and provide information as appropriate
- Operate golf cars in a safe and responsible manner
- Operate pro-active golf ball recovery machinery and other related golf operation equipment
- Thoroughly clean golf cars after every use

- Maintain work areas in a neat, clean, orderly fashion by sweeping, mopping or raking club storage areas and any area exposed to the public
- Assist Tournament Operations in implementation and preparation of tournament

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$5.15

Eligible for Tips: Yes

Employees that are in tipped positions are either in a tip pool or receive a portion of a service charge. Employees always make at least minimum wage which is \$12.00 an hour.

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is regularly required to lift up to 10 pounds; up to 25 pounds and up to 50 pounds. The employee is frequently required to lift and/or move up to 100 pounds with assistance. The employee is occasionally required to lift and/or move more than 100 pounds with assistance.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with its own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Server

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Answers menu questions and makes suggestions regarding food and service.
- Writes order on check or memorizes it.
- Relays order to kitchen via computer and serves orders from the pantry or bar.
- Serves all orders according to product/serving specifications.
- Observes diners to respond to any additional requests and to determine when meal has been completed.
- Totals bill and accepts payment.
- Completes daily and weekly side-work.
- Follows Broadmoor safety and hygiene standards.
- Follows all directions received from Supervisors.
- Reports tips as required by the IRS.

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$4.25

Eligible for Tips: Yes

Employees that are in tipped positions are either in a tip pool or receive a portion of a service charge. Employees always make at least minimum wage which is \$12.00 an hour.

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 50

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: Yes

Some restaurant experience is preferred. May have experience in other restaurant positions other than server.

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is regularly required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The employee is occasionally required to push and/or pull 100+ pounds and lift up to 100 pounds with assistance

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: Yes

Training wage description:

Minimum wage, \$11.10

Start on specific day of the week: No

Training requirements:

Responsible Alcohol Service training is required

Need to wear uniform: Yes

Uniform Policy:

- All uniformed employees must wear required uniform provided by the Hotel.
- Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such a professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szimkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites
4790 Eagleridge Cir
Pueblo , Colorado 81008

https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX
+1-719-543-6500
\$100 to \$150

Hyatt House Denver
18741 E 71st Ave

Denver , Colorado 80249
https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa
+1 303 628 7777
\$100 to \$150

Radisson
1645 N Newport Rd

Colorado Springs , Colorado 80961
https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb
+1 (719) 597-7000
\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Set-Up Crew

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Correctly and efficiently set-up and break-down all functions which includes all types of meetings and events (ex. breakfasts, dinners, exhibits, tradeshow, auctions, etc.).
- Refresh function rooms during meals and breaks.
- Move carts of convention equipment to/from storage areas.
- Interaction and servicing of customer needs (both internal and external customers).
- Cleaning of function space, banquet space and storage areas and be sure to keep all storage areas clean and orderly at all times.
- Report major cleaning and repair needs daily.
- Maintain equipment and vehicles and operate all equipment only as intended.
- Maintain complete knowledge of correct use of equipment.
- Anticipate internal and external guests' needs, respond promptly and acknowledge all guests, under all circumstances.
- Follow through on instructions from Supervisor & Manager as directed.

- Be familiar or quickly become familiar with all hotel services/features and local attractions/activities to respond to guest inquiries accurately.
- Monitor and report condition of property.
- Assist other departments as necessary.

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: Yes

Employees that are in tipped positions are either in a tip pool or receive a portion of a service charge. Employees always make at least minimum wage which is \$11.10 an hour.

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Must be able to work in a fast-paced environment, be extremely detail oriented and be able to work a flexible schedule (including nights, weekends, holidays and when needed).

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee must frequently lift and/or move up to 100 pounds. Employees are also required, without any assistance, to move, control, stop, and turn a non-motorized steering-wheel equipped cart that weighs up to 2,500 pounds.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

- All uniformed employees must wear required uniform provided by the Hotel.
- Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants.
- Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with its own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Steward

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Scrape food from dirty dishes and wash them by hand or place them in racks or on conveyor to dishwashing machine
- Wash pots, pans, and trays
- Sweep and mop kitchen floors
- Wash worktables, walls, refrigerators, and meat blocks
- Segregate and remove trash and garbage and place it in designated containers
- Steam cleans or hose out garbage cans
- Polish silver using burnishing machine tumbler, chemical dip, buffing wheel, and hand cloth
- Transfer supplies and equipment between storage and work areas
- Load or unload trucks picking up or delivering supplies and food
- Assist chefs with dish-up meals as needed
- Make coffee as needed

- Assist with china, glass and silver service inventory
- Work in other Broadmoor outlets with same essential functions as needed

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Responsible Alcohol Service training is required

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such a professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with it's own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your own transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, which will include information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

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Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo, Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe



The Broadmoor Hotel - Turndown Attendant

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the Forbes Five-Star and AAA Five-Diamond awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Interacts with guests by meeting the 16 Service Standards set by the hotel.
- Removes bedspreads, fold and place on closet shelf/luggage rack/bench.
- Turns down beds.
- Places foot blanket on bed.
- Places bedtime story and chocolates on pillow.
- Switches on nightstand lamps and turns radio on easy listening music.
- Closes windows, drapes, blinds and shades.
- Empties trashcans, clean ashtrays, remove empty bottles and dirty dishes.
- Picks up and organizes guest shoes, clothes, newspapers, etc.
- Removes soiled bathroom linen and replace with clean.
- Replenishes bathroom supplies as necessary.

- Replaces glasses.
- Cleans sink, bathtub, toilet and floor
- Reports maintenance problems to housekeeping office.
- Delivers ice with service
- Change bed linens as necessary
- Stocks work cart at end of shift
- Uses telephone to identify completion of service
- General cleaning of public areas as needed.
- Deliveries of guest request items.
- Assists in housecleaning when necessary.
- Performs lobby attendant duties as needed.

Typical Schedule:

Expect to work any shift, Sunday through Saturday

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$384

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 40

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience. Previous experience in a physically demanding job preferred.

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such as professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Sienna Place Apartments is located at 1698 Lenmar Drive, Colorado Springs, CO 80905. This is about 2.9 miles, 4.7 km, from The Broadmoor Hotel. The apartment is a 2 bedroom, 1 bath and is fully furnished. There will be 5 people housed per apartment. This complex has on-site laundry facilities, business center, pool, 24 hour fitness room, and outside picnic areas. The current rate for rent is \$300 a month. We receive rent payments through payroll deductions. There is a one-time cleaning fee of \$50. There is no security deposit needed at this time. Included in rent is all utilities except internet and cable.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

There is internet in the leasing office, but not in the apartment.

Phone Service: No

Description:

There are many local cellular providers in the area where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each apartment comes equipped with its own kitchen.

Laundry facilities: Yes

Description:

Employees may purchase a laundry card in the leasing office to have access to the laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Local Bus, Subway or Train

Estimated commute time: 30 to 45 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. Bus stop is located one mile away from housing.

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

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Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you will have to provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license prior to arrival.

Please contact Sean Zimkas, International Recruiting Manager, for travel confirmation. szymkas@broadmoor.com

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo , Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver , Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to fill out and complete offer letter that will be sent to their e-mail. The completed offer letter will then need to be sent back to the International Recruiting Manager, Sean Zimkas.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participants will be assistant through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

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COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Student Review

สิริยากร สีสาวงค์ (ใหม่)
มหาวิทยาลัยราชภัฏสวนสุนันทา
OEG Work and Travel USA 2019 at **The Broadmoor Hotel**

FB: Mai Seesawong
September 13

 **Mai Seesawong**
September 14 at 10:06 AM · 🌐

รีวิวwork and travel 2019 🌟
The Broadmoor hotel, Colorado Springs
ที่นี่เป็นเมืองคนรวยนะ แต่กูไม่รวยเลยต้องมาทำงาน 5555555555

Position : Laundry
Agency : OEG
Sponsor : Ciee
Rate : 11.10 / OT 16.65 (48-80ชม./วีค)
Amount : 8,170\$(งานเดียว) หักtaxกับค่าบ้านแล้ว(ปล. taxขอคืนได้ในปีหน้า) ยังไม่รวมpay checkสุดท้าย
House : 300\$/month
Transport : bike/ jamaica van/ bus

เราทำlaundry เวลางานคือ 7.30am.-4.00pm. แต่ปกติได้ทำเกินตลอด (ห้ามclock in ก่อน) โดนเรียกพบบมาแล้ว55555

ได้over time ทุกวีค ไม่ต้องทำjob2จำ แต่ถ้าใครอยากทำjob2 ลองหาในโรงแรมดู ก่อน เพราะชม.เกินจะได้เป็นเรท over time (เคยไปทำjob2 ประมาณ4ชม. ง่วงมากหนีกลับบ้านนอน) เกือบไม่ได้เงิน

เดือนแรกได้ทำ5วัน/วีค เดือนที่2 ได้6วัน/วีค เดือนที่3 อยากรู้ว่าวันไปขอmanagerเลย เราเคยทำ14วันติด จนหัวหน้าให้หยุด บอกให้พัก5555

#ทำงานเหมือนคนร่อนเงิน รูปร่างจะงงๆไม่ค่อยเรียงเพราะคนรีวิวก็งงเหมือนกันค่าา 😂

ใครสงสัยตรงไหนถามไถ่นะจ้บ 😊



อ่านรีวิวเพิ่มเติมของน้องได้ที่

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