



- If you are looking for a town with action, Branson is famous for its live entertainment, with shows covering just about every genre of music, but there are three other activities that draw millions of visitors — attractions, shopping, and outdoor recreation. Branson’s attractions are many and varied; museums, go-karts, ziplines, and more. The Titanic Museum Attraction, Butterfly Palace & Rainforest Adventure, Silver Dollar City Theme Park, and the National Tiger Sanctuary are just a small sample of the attractions found in here.
- The Hilton Branson Convention Center Hotel is located in the heart of historic downtown Branson. The sleek 12-story tower of the Hilton Branson Convention Center hotel is attached to the Branson Convention Center and hosts a variety of large and small events throughout the year.
- The hotel is home to Level 2 Steakhouse and adjacent to Branson Landing, a scenic boardwalk filled with shopping, dining, and entertainment. Popular outdoor activities include hiking, horseback riding, and a wide range of water sports, like water skiing, swimming, fishing, kayaking, boating, parasailing, and riding Jet Skis and wake boards. Table Rock Lake has more than 745 miles of shoreline. On any given day, there can be more than 100,000 visitors in Branson, but its year-round population is just over 10,500.
- Hilton Promenade at Branson Landing hotel is located across the street at the Hilton Branson Convention Center Hotel.

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



**Summer Program**



**Organization:** CIEE  
**Type of Employer:** Select Employer



**Housing:** Not provided (Employer provides housing list)  
**Rental:** - \$100/week

**Interview Place:** OEG  
**Interview Date/Time:** 11 Dec 2019

**Interview Type:** Virtual Interview  
**Reservation Deadline:** 9 Dec 2019

Position	English Level	Wage	Job No.	Description	Work Duration
Housekeeping /Laundry Attendant	5 - 10	\$11.00	5	<ul style="list-style-type: none"> <li>• Duties may vary between Room Attendant, Laundry Attendant and Houseperson.</li> <li>• You will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. You will be required to walk or stand for long periods of time, push or pull a linen cart, and lift up to 50 lbs on a repeated basis.</li> <li>• <b>A Housekeeper/Room Attendant</b> is primarily responsible for maintaining clean and attractive guest rooms, hallways, and public areas in the hotel, servicing guest rooms daily in accordance with hotel procedures, stocking cart with room supplies, and replacing bed linens and replenishing guest room supplies while following company standards and safety/security procedures.</li> <li>• <b>The Laundry Attendant</b> maintains constant supply of clean linens for the hotel. Performs all stages of linen processing, including collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering. Cleans laundry machinery and laundry area.</li> <li>• <b>The Houseperson</b> remains knowledgeable about the hotel's facilities including but not limited to: the hallways, the vending areas, the outdoor corridors, the lobby area, the break room, the fitness center, the back office area, the laundry room, public restrooms, and other public areas. Picks up noticeable trash or debris and sweeps or vacuums entry at front desk upon arrival. Frequently checks public bathrooms and restocks toilet paper and facial tissue as needed. May occasionally assist room attendants with heavy items such as mattresses and soiled linens. Other duties as assigned by supervisor or management</li> <li>• Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Start Period:</b> 10 May – 5 June 2020</li> <li>• <b>Job End Period:</b> 10 – 30 August 2020</li> <li>• <b>Minimum work duration:</b> See work dates</li> </ul> <p>-----</p> <p><b>Set A:</b> 27 May – 12 August 2020</p> <p><b>Set B:</b> 3 June – 20 August 2020</p>



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## **Hiltons of Branson Convention Center Hotel Branson , Missouri**

<http://www.BransonConventionCenter.Hilton.com>

### **Company Description**

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### **Find second jobs in the community**

Yes, likely

### **Housing**

No

### **Housing Cost**

\$ 0 per Week

### **Meal Plan**

Optional

### **Cost per Day**

\$ 11

### **Hire Participants Travelling in Groups**

Yes

### **Maximum Group Size**

5+

### **Grooming Requirements**

Beards, goatees and/or mustaches - Only allowed if kept neat, clean, and closely groomed to the face. Earrings should only be worn in the earlobes, and should not be worn on any other part, including the nose, tongue, eyebrow, etc. Tattoos may not be visible or exposed on any part of the body not covered by clothing. If tattoos are permanently in place and are not naturally covered by clothing, they must be discreetly covered at all times.

### **Types of Cultural Opportunities**

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners



WORK & TRAVEL USA

## Hiltons of Branson Convention Center Hotel - Room and Laundry Attendant/Houseperson

### HOST INFORMATION

#### Company Description:

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**Host Website:** <http://www.BransonConventionCenter.Hilton.com>

**Site of Activity:** Hiltons of Branson Convention Center Hotel

**Parent Account Name:** Pillar Hotels and Resorts

**Host Address:** 200 East Main Street Branson , Missouri , 65616

**Nearest Major City:** Springfield , Missouri , Over 50 miles away

### PLACEMENT INFORMATION

#### Job Description:

Duties may vary between Room Attendant, Laundry Attendant and Houseperson.

A Housekeeper/Room Attendant is primarily responsible for maintaining clean and attractive guest rooms, hallways, and public areas in the hotel, servicing guest rooms daily in accordance with hotel procedures, stocking cart with room supplies, and replacing bed linens and replenishing guest room supplies while following company standards and safety/security procedures.

\*\*Hilton expects and requires that 18 rooms per shift are completed in the following timeframe: 15 minutes per stay over room, 27 minutes for a check out room. This will be explained to you further during your training. We expect you to meet these requirements to remain in good standing with the job and job performance.

The Laundry Attendant maintains constant supply of clean linens for the hotel. Performs all stages of linen processing, including collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering. Cleans laundry machinery and laundry area.

The houseperson remains knowledgeable about the hotel's facilities including but not limited to: the hallways, the vending areas, the outdoor corridors, the lobby area, the break room, the fitness center, the back office area, the laundry room, public restrooms, and other public areas.

Inspects all public areas to ensure cleanliness standards have been met; reports any problem areas to supervisor.

Picks up noticeable trash or debris and sweeps or vacuums entry at front desk upon arrival.

Frequently checks public bathrooms and restocks toilet paper and facial tissue as needed.

Empties wastebaskets. Adds clean liners and takes trash to the standard outlet.

Dusts, cleans, and straightens furniture.

Responds quickly to guest, supervisor, or management requests in a friendly and appropriate manner.

Reports needed repairs or unsafe conditions to supervisor and guest services.

Keeps supplies organized and stocked. Reports needed materials to supervisor.

May occasionally assist room attendants with heavy items such as mattresses and soiled linens. May deliver necessary or low-stocked supplies to room attendants or other lobby attendants.

Assists room attendant with heavy items such as mattresses and soiled linens. Delivers linens and necessary supplies to room attendants.

Shampoos carpets, strips and waxes floors throughout the hotel.

Cleans designated areas such as lobby, public rest-rooms, public areas and back of house areas on hotel property.

Collects trash throughout the hotel including room attendants' carts, vending and room service areas, offices and rest rooms.

Responds to guest requests such as delivery of housekeeping supplies (e.g. linens, roll-aways, etc.) in a timely and efficient manner.

Note: Other duties as assigned by supervisor or management

#### **Typical Schedule:**

Will be required to work nights, weekends and holidays with scheduled days off every week.

**Seasonal changes to job duties or available hours:** Yes

Hours may vary based on occupancy rates.

**Drug Test required:** Yes

## COMPENSATION

**Hourly Wage:** \$11

**Eligible for Tips:** Yes

Tips are based on guest discretion and can range.

**Estimated weekly wages including tips:** \$385

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

Hours may vary based on hotel occupancy

**Average number of hours per week reached by last year's seasonal employees:** 32

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Lunch and/or dinner may be ordered from the hotel restaurant at a reduced rate for hotel employees. Meals average about \$5.00 each. Meals may be purchased with cash or with a payroll deduction.

## JOB REQUIREMENTS

**English Level required:**



Upper-Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

You will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. You will be required to walk or stand for long periods of time, push or pull a linen cart, and lift up to 50 lbs on a repeated basis.

Standing for entire shift

Handling cleaning chemicals

**Job Training required:** Yes

Length of job training:

one week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Upon employment all employees are required to fully comply with Hilton rules and regulations for the safe and efficient operation of hotel facilities.

**Need to wear uniform:** Yes

Uniform Policy:

Non slip, non skid, close toed ALL BLACK comfortable shoes. Comfortable black pants (no jeans) or slack. Uniforms are machine washable.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

You need to appear for work clean and well groomed. We maintain a conservative professional image. Tattoos need be covered. Facial or tongue piercings need to be removed while working. You must maintain a professional hair color and style, .i.e dying hair bight colors such as pink, blue, green, etc. would not be acceptable. Facial hair must be neatly maintained or staff must be clean shaven.

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners

### **Additional Details about Cultural Offerings:**

Come to Branson and experience small town America! Spend days swimming in the lake. Learn to fish or water-ski. Relax with hot dogs and ice cream at a baseball game or take a hike through the beautiful Ozark hills or take in a concert at the Branson landing.

### **Local Cultural Offering:**

Summer Events in Branson:

Silver Dollar City's Star Spangled Summer Festival

First Friday Downtown Artwalks in Branson

Southern Gospel Picnic at Silver Dollar city

Summer Concert Series at The Landing

Honor America Celebration and All American Barbeque

4th of July Fireworks Celebration

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

### **Community Housing Options:**

Available: Yes

Description:

Crescent Court. Individual cottages. About 1/2 mile to the Hiltons of Branson. Plato's Cave offers fully-furnished Apartments, Community Kitchen Area, Fitness Center, Shuttle Service, and Outdoor Pool. Distance between Plato's Cave and The Hiltons of Branson is about 5 miles. King Quarter - About 6 mile from Hotel

Minimum Average Cost Per Week: \$100

Maximum Average Cost Per Week: \$250

**Transportation for Community Housing Description:**

Free local trolley. March – December: The trolleys run 7 days a week from 9 a.m. – 6 p.m. [www.ridesparky.com](http://www.ridesparky.com)

Bicycles can be purchased from Target or Walmart.

Bicycles can be rented from <https://whiteriverkayaking.com/>

Hotel will provide transportation to and from Plato's Cave to our Hotel for a nominal fee.

## ARRIVAL INFORMATION

**Arrival Instructions:**

The closest, most convenient airport is Springfield National Airport (SGF). We recommend that you fly into Springfield and take a ride share (Uber or Lyft) to your pre-selected accommodations in Branson (approximate travel time 1 hour). The cost of a one-way ride share is an average \$85.

Please email your arrival information to [lindsay.craine@hilton.com](mailto:lindsay.craine@hilton.com) at 2 weeks prior to your arrival.

**Suggested Arrival Airport:**

Springfield, MO, SGF, Less than 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

Courtyard By Marriott  
3527 W Kearney Street  
Springfield , Missouri 65803  
[hotels.com](http://hotels.com)  
\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

We (Hiltons of Branson) will provide transportation to Social Security Office.

Nearest SSA Office: Springfield , Missouri , Less than 50 miles



**Other:**

Wage Payment Schedule:

Bi-weekly, on Fridays

Meal Plan: Optional

Estimated Cost Per Day: \$11

Meal Plan Description:

Lunch and/or dinner may be ordered from the hotel restaurant at a reduced rate for hotel employees. Meals average about \$5.00 each. Meals may be purchased with cash or with a payroll deduction.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

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Second Job Availability: Yes, likely

Applicable Company Policies:

**ATTENDANCE:** Because good attendance is important to our success, excessive tardiness or absenteeism negatively impacts the organization and directly affects the ability of all Associates to perform their role in serving our guests. Associates are expected to report to work on their scheduled days and at their scheduled times. While you may have been hired to work a certain shift, you may be asked or required to change your shift and/or work station assignments due to business demands. If you have a special scheduling request, please let your manager know as soon as possible. Your manager will attempt to accommodate your request, business and scheduling needs permitting.

Please review the job descriptions in the documents section.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Shopping Mall, Post Office, Bank, Restaurants, Public Library

**Walking Distance from Housing:**

Bank

**In Town, Requires Transportation:**

Food Market, Bank, Fitness Center

**Unavailable:**

Internet Cafe