

Alaskan Hotel and Bar

The Alaskan Hotel has been family owned since August of 1977. The Alaskan Hotel is the best-preserved and oldest operating hotel in Southeast Alaska. The Alaskan Hotel was built in 1913 by four men in six months time. The hotel was built in the late Victorian "Queen Anne" style, as can be seen by the transom windows and stringcourse out front. The Alaskan is by far the most economical and centrally-located hotel in Juneau.

The Alaskan hotel is on the national register of historic sites it is the oldest continuously operating hotel in Alaska. Attached is a history of the hotel that is in our brochures. There are ghost stories from the hotel as well as historical moments that happened in the hotel and in Juneau while the hotel was open. The Alaskan is in the center of the Juneau historical district, backed up to Mount Roberts. Bears have been seen behind the hotel and even have walked into the building on three occasions. The hotel has 45 rooms. More than half have private bathrooms; but in the style of the time when the hotel was built some rooms have bathrooms down the hall and are shared.

"Hotel impossible" did an hour long reality show on the hotel on the travel channel in January of 2014. It can be downloaded from amazon. Our web address is thealaskanhotel.com

3 Reasons why you will love working at The Alaskan Hotel and Bar this summer:

- Enjoy the outdoors? In your free time you can visit waterfalls, go kayaking or hiking, and see fjords and glaciers.
- High hourly wage!
- Housing provided at an affordable cost

About Juneau, Alaska:

Juneau is the capital of the state of Alaska and a small city of about 30,000 residents. In the summer Juneau is a popular port for cruise ships, bringing in tourists from around the globe to see the beautiful scenery and have outdoor adventures. Downtown Juneau is located on the Pacific Ocean and is surrounded by mountains. It is accessible by plane and by ferry.

[Why visit Juneau?](#)

[Things to do](#)

[Juneau's community page](#)

[Events](#)

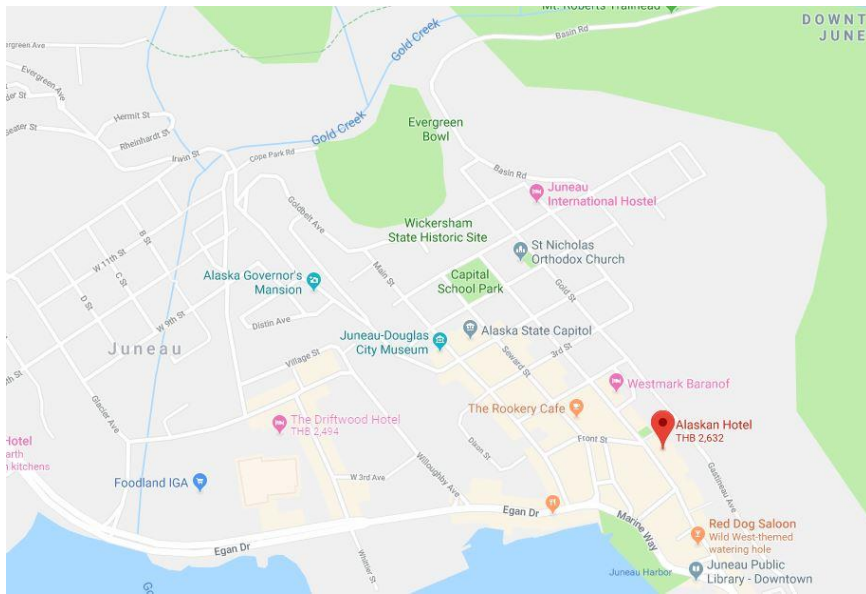
Weather in Juneau:

Juneau has mild summers with average daily temperatures reaching 65 °F (18.3 °C). Because of its northern location, Juneau has long summer days with over 15 hours of daylight. On the longest day of the year, the sun shines for 18 hours and 18 minutes in Juneau.

For more info visit:

<http://www.thealaskanhotel.com>

Use ctrl + scroll to zoom the map



How to Get There

Fly into Juneau and take a taxi to the Alaska Hotel. Please contact your employer at least 2 weeks prior to arrival to make sure they know your schedule!

Alaskan Hotel and Bar

Juneau, AK



Company Biography

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Other Company Details

Drug test required?	No	Do students complete an additional application upon arrival?	No
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	No

Any additional company details?

Employer will set up a Skype chat with students after they are hired to review arrival information and job expectations. Employer will cross train all employees with other roles. "Hotel impossible" did an hour long reality show on the hotel on the travel channel in January of 2014. It can be downloaded from amazon. Our web address is thealaskanhotel.com The Alaskan Hotel is the central meeting point for food tours ending in the bar with a beer tasting from the local brewery. We have a second tour group that does a walking tour and ends at the Alaskan bar and tells ghost stories and tastes beer. We encourage students to try these tours to learn more about the area and Juneau. When packing to come to Juneau, remember that layered clothing is best as the weather also changes throughout the day. Juneau is on the Inland Passage which is protected ocean. It is built right up to the mountains. There are many great trails in the area and many attractions. It is easy to get a second job here as the town has many tourist shops and restaurants that open only in the summer.

Worksite Location

Worksite location:	167 S Franklin Street Juneau AK 99801		
Nearest major city:	Juneau	Worksite setting:	Suburban
Nearest major airport:	Juneau	Distance to nearest major airport:	10 miles
Additional worksite setting details:	Juneau is the capital of Alaska. It is in a rainforest and as such it rains a lot here. The temperature is usually from 40 to 55 Fahrenheit.		

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No		
Will the company assist students with their social security application?	No		
Assistance detail:	Students will need to apply for Social Security on their own at Address: 709 W 9th St #231, Juneau, AK 99801 Phone: (907) 586-7070		
Where is the nearest social security office?	Juneau	Distance:	5 miles
How will students be paid until their social security card arrives?			

Alaskan Hotel and Bar

Housekeeper/Front Desk
Juneau, AK



Company Biography

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Work and Pay Details

Position title: Housekeeper/Front Desk

Hourly wage: \$10.00

Tips? Yes

Description of position:

Front Desk Clerk at The Alaskan Hotel will be required to check guests in and out of their rooms; take reservations; show rooms to tourists; answer the telephone; expedite calls to management or take messages; answer guests' and visitors' questions; make arrangements for guests' luggage to be taken to the docks, help guest with their luggage; communicate with the Porters and the Housekeeping Staff; and do various clerical duties. This position requires the ability to think ahead, time management skills, typing ability, bookkeeping or accounting skills, computer experience or knowledge and pleasant phone manners. Desk Clerks should familiarize themselves with Juneau to offer an excellent source of information to guests and visitors on a regular basis.

All Front Desk will be cross trained as housekeepers

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, fireplace, and deck/porch. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner.
- Dusting furniture and equipment.
- Emptying wastebaskets and cleaning them inside and out.
- Cleaning tiled floors with the use of brooms and mops.
- Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.
- Replenishing trash bags, soaps, bathroom items, and other supplies.
- Transporting all trash and waste to disposal areas, as instructed.
- Removing items from refrigerator, stove, and microwave.
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
- Loading and unloading dishes from dishwasher, drying dishes, and putting them away in proper places.
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.

Students with excellent English that show high levels of enthusiasm and care for their position may be asked to work the Front Desk.

For the front desk students need to be able to take reservations over the phone and enter them into the computer correctly. The front desk position needs to be able to transfer calls to the guests and to the offices. Keeping the front desk and sidewalk tidy and watering the plants are also important. The front desk needs to greet the guests and be able to answer their questions about the town and area. (all employees must familiarize themselves with Juneau and Alaska in the training process) all the students will need to be able to carry the guests bags upstairs and to help with carrying supplies for the hotel as they arrive.

Work and Pay Details

Specific qualifications required:	<p>This person must be fluent in English. Must be able to use the computer and have good computer skills. Must be friendly and outgoing. This position is a front of the house position and will require interaction with every guest that walks through the door. Must have good phone skills.</p> <ul style="list-style-type: none"> •Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Face masks may be provided, if needed. •Must have the ability to read, write, and understand instructions given in the English language. •Must have the ability to understand and respond to verbal instructions given in the English language. •Housekeepers serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, owners, guests, and members of the local community 		
Estimated weekly wage (incl. tips):	\$380.00	Bonus:	\$1.00
Conditions of bonus:	Students will receive an additional \$1 per hour for every hour worked over the summer. The bonus will be paid if the employee works their whole contract without any disciplinary action.		
Average hours for last year's students?	40 Hours	Maximum weekly hours allowed:	Not specified
Minimum average number of hours?	36 Hours	Possibility of getting more than average hours:	Average
Students get the most hours in:	June, July, August	Students get the least hours in:	May, September
How often are students paid?	Every Two Weeks		
Do you pay overtime?	Yes	If yes, after how many hours per week do you pay overtime?	40 Hours
Does your company only operate weekends before or after specific dates?	No		
If yes, what are the dates?			
Position location:	167 S Franklin Street Juneau AK 99801		

Other Job Details

Minimum english level:	Advanced		
Description of working conditions:	<ul style="list-style-type: none"> •All housekeepers 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. •Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs.), lift up to 40 lbs. on a repeated basis. •All housekeepers will be required to use chemical-based cleaners. •Housekeepers are required to work in small spaces such as shower and toilet areas. •Employees must be able to work continuously in an indoor environment. •Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity. •Employees may be moved to other work areas as needed 		
Will job duties be different at the beginning of the season?	Yes		
If yes, provide details of specific job duties:			

Uniform and Grooming Requirements

Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	Yes	If yes, what is the cost of the laundry service?	\$3.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	Please bring black non slip shoes. Students should also bring black pants or khaki colored pants to wear with uniform top. Uniform top is a tshirt with logo on front. First tshirt is free any additional are \$10.		
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Must be clean and presentable at all times. Students should appear professional, and ready to work. Clothes should be stain free and have no rips or damage. All clothing must be of a respectable length		

Other Company Details

Company hires couples?	No	Company hires groups of up to 4?	No
Drug test required?	No	Do students complete an additional application upon arrival?	No
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	No

Other Company Details

Any additional company details?

Employer will set up a Skype chat with students after they are hired to review arrival information and job expectations. Employer will cross train all employees with other roles. "Hotel impossible" did an hour long reality show on the hotel on the travel channel in January of 2014. It can be downloaded from amazon. Our web address is thealaskanhotel.com The Alaskan Hotel is the central meeting point for food tours ending in the bar with a beer tasting from the local brewery. We have a second tour group that does a walking tour and ends at the Alaskan bar and tells ghost stories and tastes beer. We encourage students to try these tours to learn more about the area and Juneau. When packing to come to Juneau, remember that layered clothing is best as the weather also changes throughout the day. Juneau is on the Inland Passage which is protected ocean. It is built right up to the mountains. There are many great trails in the area and many attractions. It is easy to get a second job here as the town has many tourist shops and restaurants that open only in the summer.

Training Information

Is job training required?	Yes	Length of training:	on the job
Are students paid during training?	No	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	30		

Any other details?

Students cannot use their cell phones during work hours. This is an important company policy in order to help our staff give attention to guests and their job duties.

Worksite Location

Worksite location:	167 S Franklin Street Juneau AK 99801		
Nearest major city:	Juneau	Worksite setting:	Suburban
Nearest major airport:	Juneau	Distance to nearest major airport:	10 miles
Additional worksite setting details:	Juneau is the capital of Alaska. It is in a rainforest and as such it rains a lot here. The temperature is usually from 40 to 55 Fahrenheit.		

Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
Mode of transportation:	Public Transportation	Students must arrive between these hours:	8:00am-6pm
Cost:	\$35.00		
Other details:	Students should take a taxi from the airport to the Alaska Hotel if arriving between 8am-6pm.		

After Hours Arrival Information

General information:	Students should contact employer 2 weeks prior to arrival to confirm arrival plans. If students cannot arrive to The Alaskan Hotel within the hours, students should make alternate plans.		
Name of accommodation:	Juneau International Youth Hostel (907) 586-9559	Accommodation address:	614 Harris St, Juneau, AK 99801
Cost per night:	\$20.00		
Best way to travel from airport to overnight accommodation:			

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No		
Will the company assist students with their social security application?	No		
Assistance detail:	Students will need to apply for Social Security on their own at Address: 709 W 9th St #231, Juneau, AK 99801 Phone: (907) 586-7070		
Where is the nearest social security office?	Juneau	Distance:	5 miles
How will students be paid until their social security card arrives?			

Housing Details

Is housing provided?	Yes	If not, will you assist students in finding housing?	N/A
Are there affordable housing options in the area?	N/A		
Housing options in the area:	N/A		

Housing Details

Local housing resources: N/A	
Housing address: 167 S Franklin Ave Juneau AK 99801	
Is the student required to sign a separate housing contract? No	
Type of housing provided: Other	Number of students to a room: 2
Housing details: Housing is 2 to a room with a shared bathroom. Housing is on property in the hotel and has limited kitchen facilities. The entire hotel has wireless internet that is free. The rooms that the students will have all have kitchenettes so they may cook in their rooms. Utensils will be supplied as well. Students electing to live alone will be charged \$180 per week. If a student lives alone to no fault of their own they will be charged \$90	
Do you offer co-ed housing? No	
Cost of housing - per week: 90	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: Students can pay on arrival or in their first paycheck	
Housing deposit due date:	Is deposit refundable? Yes
Conditions of deposit refund: Students must complete their Job Agreement date as this is equal to their lease agreement. Students must leave rooms in the same condition as found. Desposit is forfeited if students move out of housing early. There is a 2 week grace period before this clause goes into effect. After 2 weeks of living in the housing if students move out, the deposit will not be refunded.	
How will deposit be refunded?	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite

Method of transportation to worksite: onsite	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities

Available public transportation: Bus		
Access to public transportation? Walking Distance		
On Site Housing Amenities		
Laundry: Yes	Linens: Yes	Private bath: No
Refrigerator: Yes	Microwave: No	Air conditioning: No
TV: No	Telephone: Yes	Security guard: No
Computer/Internet Access: Yes	Utensils: Yes	Gym: No
Individual Beds: Yes		
Nearby Amenities		
Supermarket: Walking Distance	Restaurants: Walking Distance	
Shopping mall: Requires Transportation	Fitness center: Walking Distance	
Post office: Walking Distance	Laundry: Walking Distance	
Bank: Walking Distance	Internet cafe: Walking Distance	
Movie theater: Walking Distance	Library: Walking Distance	

Housing Amenities

Additional amenities: Wireless internet is available throughout the hotel. Rooms are in the hotel, so students should not make excessive noise or behave in any way that would bring disregard to the Hotel Alaska.

Meal Information

Are meals included in rent cost? No

If not, meal plan cost per day: Not Specified | Meals covered: Not Specified

Is the purchase of a meal plan mandatory? No

Cultural Opportunities

Types of cultural opportunities provided

Organized Holiday Event(s):	No	Organized Trip(s) to Major Attraction(s):	Yes
Organized Potluck(s) or Dinner(s):	Yes	Organized Trip(s) to Major City:	Yes
Organized Karaoke Night(s):	No	Information about Events:	Yes
Organized Movie Night(s):	No	Information about Local Resources:	Yes
Organized Sporting Event(s):	No	Information about Attractions/Sites:	Yes
Organized Staff Exchange Event(s) - Other:	No	Information about Local Community:	Yes
Organized Trip(s) to Nearby Attraction(s):	No	Other:	No

If Other, please describe: N/A

Additional details about cultural offerings: Employer provides opportunity to experience Juneau. There are many free opportunities to experience the Alaskan culture including the unique Native population.
<http://www.thealaskanhotel.com/juneau-happenings>.
 Keep in touch on our Facebook: <https://www.facebook.com/alaskan.bar>