

The Lodge at Big Sky

Housekeeper
Big Sky, MT



Company Biography

The Lodge at Big Sky is located in the heart of the Big Sky slopeside to Big Sky Resort. Just steps away from The Lodge, Big Sky's signature peak, Lone Mountain, rises to a lofty 11,166 feet. Big Sky is a remote location, but is beautifully situated near Yellowstone National Park, Grand Teton National Park, and with access to skiing, snowboarding, cross country skiing, and snowshoeing during the winter and hiking, biking, fishing, and camping in the summer. We will provide plenty of hours to keep you busy if you are a hard worker. We welcome employees who are hard working and want to be part of a team.

Work and Pay Details

Position title: Housekeeper

Hourly wage: \$10.00

Tips? Yes

Description of position:

Housekeepers must be flexible to perform job duties in all areas of the hotel. Job duties may include, but are not limited to the following:

HOUSEKEEPING-Cleaning rooms and common areas of hotel. Job duties may include, but are not limited to, vacuuming, sweeping, making beds, cleaning bathrooms, toilets, bathtubs, mirrors, and dusting.

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.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

Specific qualifications required:

- Must be able stand and on feet for entire 8 hour shift, lift 25lbs, stoop, and bend repetively.
Must be hard worker, teamplayer, and friendly.
- 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):

\$400.00

Bonus: None

Conditions of bonus:

Average hours for last year's students?

40 Hours

Maximum weekly hours allowed:

60 Hours

Minimum average number of hours?

32 Hours

Possibility of getting more than average hours:

Good

Students get the most hours in:

July, August

Students get the least hours in:

May, June, September

How often are students paid?

Semi-monthly

Do you pay overtime?

Yes

If yes, after how many hours per week do you pay overtime?

40 Hours

Work and Pay Details

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 75 Sitting Bull Road Big Sky MT 59716

Other Job Details

Minimum english level: (4) Intermediate

Description of working conditions:

- 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 25 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? No

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? \$0.00

Are uniform laundry services available? No

If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

Details of purchasing required clothing or footwear: Black Slacks, khaki, gray or clean and neat jeans Work Tennis Shoes Smock Tops will be provided by employer

Do you have company grooming requirements? Yes

Details of company grooming requirements? Must be clean and shower daily. No visible tattoos and no facial piercings allowed. Must be professionally represented during work shift.

Other Company Details

Company hires couples? No

Company hires groups of up to 4? Yes

Drug test required? No

Do students complete an additional application upon arrival? Yes

Does your company issue completion certificates? No

If requested, will you evaluate the student's performance? Yes

Any additional company details?

Employees must have direct deposit with a financial institution. Employer will provide employee with necessary direct deposit forms.

Training Information

Is job training required? Yes

Length of training: 1 week

Are students paid during training? Yes

Hourly pay rate during training: \$8.50

How many hours per week are students likely to receive during training period? 32

Any other details?

Worksite Location

Worksite location: 75 Sitting Bull Road Big Sky MT 59716

Nearest major city: Bozeman, MT

Worksite setting: Resort/Ocean/Lake

Nearest major airport: Bozeman, MT (BZN)

Distance to nearest major airport: 50 miles

Additional worksite setting details:

Standard Arrival Information

Are students required to arrive or depart on specific dates? No

Details of required arrival or departure dates:

Mode of transportation: Employer will arrange pick-up

Students must arrive between these hours: 7am-7pm

Standard Arrival Information

Cost: \$0.00

Other details:

Employer will pick students up at the airport between the hours of 7am and 7pm. If arrivals are outside of pick up time, please make arrangements with Karststage by emailing reservations@karststage.com or stay the night in Bozeman for employer pick up the next day. Please inform employer of travel plans at least 1 week prior to arrival and communication with employer after hire on the best arrival plans.

After Hours Arrival Information

General information: Please stay the night in Bozeman for employer pick up the next day.

Name of accommodation: Holiday Inn Bozeman

Accommodation address: 5 E. Baxter, Bozeman, MT

Cost per night: \$80.00

Best way to travel from airport to overnight accommodation: free hotel shuttle

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? Yes

Assistance detail: We provide directions to students. There is the Link Express bus (www.skylinebus.com) that goes into Bozeman several times a day. Cost is \$5 and is a 1 hour ride each way.

Where is the nearest social security office? Bozeman, MT

Distance: 50 miles

How will students be paid until their social security card arrives?

Paycheck. Employees must have direct deposit with a financial institution. Employer will provide employee with necessary direct deposit forms.

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

Local housing resources: N/A

Housing address: 75 Sitting Bull Rd. Big Sky MT 59716

Is the student required to sign a separate housing contract? Yes

Type of housing provided: Other

Number of students to a room: 4

Housing details: Onsite hotel room, employees must respect guests and follow rules for living in the hotel. Employee kitchen is available for cooking. Hotel amenities are available to employees, such as fitness center, hottub, computer, lounge, etc. as long as privileges are not abused.

Do you offer co-ed housing? No

Cost of housing - per week: 70.00

Includes utilities? Yes

Are housing costs deducted from paycheck? Yes

Is a housing deposit required? Yes

Amount of housing deposit: \$250.00

Instructions for payment of housing deposit: Employees must bring housing deposit to pay upon arrival and check in.

Housing deposit due date:

Is deposit refundable? Yes

Conditions of deposit refund: Full deposit will be refunded as long as unit is left clean and in the same condition as check in.

How will deposit be refunded? Last paycheck.

Are students required to live in provided housing upon arrival? No

During their work stay, can students find alternate housing? Yes

If yes, is there a penalty? No

Transportation to/from Worksite

Method of transportation to worksite: walk

Distance to worksite: onsite

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

Transportation to/from Worksite

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:	Yes	Air conditioning:	No
TV:	Yes	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:	In town/accessible
Post office:	In town/accessible	Laundry:	Walking Distance
Bank:	In town/accessible	Internet cafe:	Walking Distance
Movie theater:	Requires Transportation	Library:	Requires Transportation

Additional amenities:

Meal Information

Are meals included in rent cost? **No**

If not, meal plan cost per day: **\$0.00** 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:	No
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):	Yes	Other:	No

If Other, please describe: **N/A**

Additional details about cultural offerings: In the past J-1 students hung out with and took part in community activities with their American co workers. For 4th of July there was a concert and fireworks in the town center that the students attended. On their days off they go to Yellowstone National Park and do many of the outdoor activities available in the area: rafting, hiking, biking, etc. Employer is able to send all students to Yellowstone National Park during the season based on work schedule. Occasionally the employer hosts an employee cook out that the students attend with their co workers. There are also opportunities in town for weekly Farmer's Market and weekly music concerts in the Town Center.