



Alpine Lodge Red Lodge - Housekeeper

HOST INFORMATION

Company Description:

Red Lodge has many seasonal activities: Hiking trails, biking, fishing creeks and lakes. We are at the base of the Beartooth mountains. We are 65 miles from the Northeast entrance to Yellowstone National Park. We have several events in the summer. The 4th of July is a fun time in Red Lodge. We have a sanctioned rodeo, fireworks, and a large parade. We have a songwriters festival that attracts many up and coming and professional songwriters from all over the country. We have the Beartooth Rally that attracts Harley Davidson motorcycle enthusiasts from all over the world. We have a classic car show that includes a real drag race. There is always music and Shakespeare in the park. We have running races throughout the summer.

Host Website: <http://www.alpineredlodge.com>

Site of Activity: Alpine Lodge Red Lodge

Parent Account Name: Alpine Lodge Red Lodge

Host Address: 1105 North Broadway , PO Box 334 , Red Lodge , Montana , 59068

Nearest Major City: Billings , Montana , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Job duties may include, but are not limited to folding laundry, making beds, cleaning bathroom showers and toilets, general cleaning, washing windows, vacuuming, wiping surfaces, using general chemical cleaning products, emptying garbage cans, general cleaning up property grounds, cleaning breakfast area to include wiping down tables and doing some dishes. Additional 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 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.

If employee excels in job performance and has high English skills there may be potential for hours as Breakfast Cook or Front Desk if desired. Job duties may include cooking, cleaning, washing dishes, answering the phone, entering reservations on the computer, and excellent customer service skills, as well as other job duties as assigned.

Specific qualifications required:

Must have INTERMEDIATE English. Must have the ability to understand and respond to verbal instructions given in the English language, must be able to understand basic commands and duty requests and feel comfortable answering guest questions, must be able to lift 30

lbs, must have a good attitude, smile and be cheerful to guests and other employees to provide excellent customer service. 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 ability to read, write, and understand 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.

Typical Schedule:

We are open 7 days a week (including weekends) 8:30 am - 4:30 pm. The minimum hours would be 34 hours and The maximum hours would be 40 hours with potential for overtime hours (if desired).

Seasonal changes to job duties or available hours: Yes

June and September Students get the least hours. July and August Students get the most hours. The business operates 7 days a week.

Drug Test required: No

COMPENSATION

Hourly Wage: \$10

Eligible for Tips: Yes

Bonus is based on pooled room tips and varies in amount. Employees who leave earlier than agreed upon work end date will not be eligible.

Estimated weekly wages including tips: \$340

Bonus: Yes

Bonus is based on pooled room tips and varies in amount. It is based on hours worked and performance. Employees who leave earlier than agreed upon work end date will not be eligible for bonus.

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 34

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

June and September has a lower occupancy than July and August. Peak hours are in July and August.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

If the employee arrives to work a half hour before they are scheduled to work, they will get a breakfast meal.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

lifting laundry, pushing and pulling carts, cleaning overhead.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

Very difficult and physical job, partial outdoor work. We have very high expectations and standards for cleaning. 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 75 lbs), lift up to 50 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.

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 34

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

No training is necessary to start the job.

Need to wear uniform: Yes

Uniform Policy:

Alpine Lodge will provide the first uniform shirt. The employee is able to buy additional uniform shirts.

Cost of uniform: \$15

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Employees must wear a uniform shirt. Employees will need close-toed shoes and pants (with no holes). Shorts are not allowed to be worn at work. No facial piercings or tongue piercings.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Potlucks or Dinners, Shopping Trips, Sporting Events, Trips to Major City, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

www.redlodge.com is a great website to explore everything that goes on in Red Lodge, MT in the summer.

Local Cultural Offering:

www.redlodge.com is the best website to see everything in Red Lodge

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

The housing is first come, first served. The house has wifi, TV, microwave, refrigerator, dishwasher, utensils, bathroom, 2 Spruce Ln Red Lodge, MT

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

WIFI on site

Phone Service: Yes

Description:

Kitchen facilities: Yes

Description:

Kitchen is in the house they will be staying.

Laundry facilities: Yes

Description:

washing machine and dryer onsite.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

The house may be coed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: No

Description:

When they arrive they will pay for one week and pay each week after that.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

The housing deposit will be collected upon filling out housing paperwork and paying for the first week rent.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

If there is no damage to the property and carpets are kept clean, the deposit will be refunded.

Details About Deposit Refund:

Final pay period.

Transportation to Worksite:

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: Low traffic area.

ARRIVAL INFORMATION

Arrival Instructions:

We ask that you email us your travel plans before leaving your home country. Include: dates, times, airline, and time of arrival at the Billings, Montana airport. We will arrange for someone to pick you up at the airport (between the hours of 9:00 am- 4:00 pm) and take you grocery shopping before taking you to your housing location. We will arrange to take you to the Social Security office 2 weeks after arrival.

Suggested Arrival Airport:

Billings Logan International Airport, BIL, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$100 to \$150

If arriving after regular hours:

Suggested After-Hours Accommodation:

Cherry Tree Inn
823 N Broadway
Billings , Montana 59101
llingscherrytreeinn.com
406-252-5603
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

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

Details about how to apply for Social Security Number:

We will take the students or arrange transportation and help at the Social Security office.

Nearest SSA Office: Billings , Montana , Over 50 miles

Other:

Wage Payment Schedule:

Students get paid every two weeks on Tuesday after 3:00 pm.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No facial or tongue piercings. Long hair must be worn in a ponytail or tied back.

Second Job Availability: Yes, likely

Applicable Company Policies:

You must work your scheduled hours. No cell phones allowed on person while working. Smoking in designated areas.

COMMUNITY AMENITIES

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Public Library

Unavailable:

Internet Cafe