



Theodore Roosevelt Medora Foundation - Housekeeper

HOST INFORMATION

Company Description:

350 seasonal employees from over 20 countries come to Medora each year to help make unforgettable attractions have a personal touch for the traveling guests. Many of our former summer staff have told us the same thing their summer in Medora was the

So we're glad you're interested in working with us! You'll get to meet people from all over the nation and world, get experience in lots of different parts of the tourism industry, learn from a great management team and some AMAZING volunteers, and, for our student staff, have a chance to earn a scholarship at the end of it all.

Not only do you get paid to work and learn in North Dakota's #1 Tourist Destination, and you also get to explore the beautiful Badlands. You can check out Theodore Roosevelt National Park and see all of the wildlife that call the park home. You are invited to experience a musical masterpiece every night of the season at the Medora Musical. There is an opportunity to connect with top tourism experts and employees from all over the world! We invite you to take in all of the history that Medora has to offer from our many museums to our walking tour around town, there is so much to learn!

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

Site of Activity: Theodore Roosevelt Medora Foundation

Parent Account Name: Theodore Roosevelt Medora Foundation

Host Address: 405 East River Road S , PO Box 198 , Medora , North Dakota , 58645

Nearest Major City: Dickinson , North Dakota , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Essential Functions

1. Performs general cleaning and sanitizing tasks and services throughout assigned property to trained standards.
2. Assist in spring and fall cleaning of all TRMF housing and motel properties.
3. Work in the laundry when scheduled.
4. Uses cleaning cart to transport cleaning supplies.
5. Cleans and disinfects bathrooms and follows proper chemical use.
6. Wipes and dusts surfaces in rooms and cleans mirrors.
7. Vacuums and cleans floors, rugs, furniture, and drapes.
8. Removes linens, towels, bedspreads, and blankets before new guest arrives in a timely fashion.
9. Places and neatly tucks clean sheets and blankets on beds and replaces pillowcases.
10. Stocks towels, washcloths, and hand towels in bathrooms.
11. Picks up and empties trash containers.

12. Assists in other housekeeping duties termed as side work.
13. Performs other related duties as assigned.
14. Locations of responsibility may include
 - o Rough Riders Hotel
 - o Badlands Motel
 - o Elkhorn Quarters
 - o Ferris Hall
 - o Employee Housing

Competencies

1. Communication.
2. Collaboration Skills.
3. Initiative.
4. Results Driven.
5. Time Management.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to; to talk or hear, walk, and stand. The employee frequently is required to push, pull, and bend and have repetitive use of hands/arms. Must be able to lift and carry up to 25 pounds at times. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings.

Required Education and Experience

1. Must be able to work independently and in pairs.
2. Strong oral communication skills.
3. Must be able to take directions.
4. Must be physically able to lift 25-pound bags of laundry.

AAP/EEO Statement

It is the policy of TRMF to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, TRMF will provide reasonable accommodations for qualified individuals with disabilities.

Typical Schedule:

Position Type/Expected Hours of Work This is a full-time seasonal position. Days and hours of work are varied based on needs of the guests.

Seasonal changes to job duties or available hours: Yes

If the employee arrives early in May they may be asked to help with any of the following: spring cleaning motel rooms, cleaning food service facilities, raking leaves, planting flowers, painting, etc.

Drug Test required: No

COMPENSATION

Hourly Wage: \$13.67

Eligible for Tips: No

Estimated weekly wages including tips: \$437

Bonus: Yes

Housekeeping employees are paid an incentive for each room cleaned only if it passes the supervisor's inspection and all rooms are cleaned by a set time. Additional details given upon arrival.

* 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: 55

Potential fluctuation in hours per week:

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Housekeepers have the opportunity to work with employees from many countries across the world as well as employees from all throughout the United States.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

While performing the duties of this job, the employee is required to; to talk, hear, walk, and stand. The employee frequently is required to push, pull, bend and have repetitive use of hands/arms. Must be able to lift and carry up to 25 pounds at times. Vision abilities required by this job include close/distance, color/peripheral vision, depth perception and ability to adjust focus to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings.

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Work at the Medora Musical is outdoors and will consist of directing cars, scanning tickets, greeting guests, vending, and assisting in the concession stand.

Job Training required: Yes

Length of job training:

1-2 days additional as necessary

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Employees are responsible for taking care of uniforms throughout employment. While in employees' hands, they still remain TRMF property. Employees must return uniforms in unaltered and clean condition. Failure to do so can result in loss of part of End-of-Season bonus, please see page (24) for more information. Each employee will be given three uniform shirts for their intended workplace.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

All employees should report to work wearing their name tag. Name tags should be clear and visible without adornment such as stickers, etc Housekeeping in 2019 wore black polo shirts and Laundry wore grey t-shirts. Those are subject to change in 2020.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Major City, Sporting Events, Shopping Trips, Potlucks or Dinners, Movie or Game Nights, Karaoke Nights or Talent Shows, Company Parties, Trips to Nearby/Major Attractions, Holiday Events, Astrology Night, Big Sticks Baseball game, National Park Tours, Pedi/Mani Day Trip, Talent Show, Zoo/Amusement Park trip, International Night, Cosmic Bowling, World Cup Soccer tourney

Additional Details about Cultural Offerings:

Weekly events and trips including shopping, activities and more! The opportunities that you get out of your summer in Medora are as big or as small as you make them! After all, this hasn't been come to know at #BestSummerOfMyLife for no reason!

Local Cultural Offering:

Here at Theodore Roosevelt Medora Foundation, we want you to have experiences beyond your time at work. That is why we provide so many free or discounted activities for you to participate in.

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:

Life Skills Center The Life Skills Center is at the heart of campus and employee living. Donated by Bill and Jane Marcil the Life Skills Center was created to implement a space that brings employees together to do great work as well as to create a space that enriches our employees social and educational lives, and it does just that. It is based around the Elkhorn Quarters where most of our employee housing is located and is right next to the Spirit of Work lodge which houses our volunteers. It serves as our activity center, information base, and cafeteria location. You can look forward to the following amenities at the Life Skills Center... *Fitness Center *Social/Activity Room *Resource Room with study areas and computers *Prayer & Reflection Room *Dining Center *Music Rooms *English Language Learning Classroom This building is also home to the Medora Musical Rehearsal Hall, the reservation center, and a training room. Life skills classes on various topics will be held in the training room throughout the summer season. These courses are free for employees to attend. During the summer season, there are no kitchens available for use by seasonal staff. However, we do have microwaves available for use in centrally located areas. Shuttle services to Wal-Mart in Dickinson will be made available weekly. During the fall and spring season, a lunchtime meal option may be available to seasonal staff. Kitchen use will be made available when the Life Skills Center cafeteria is closed. Housing Seasonal employee housing consists of motel-style rooms and double occupancy dormitory rooms. Other housing and a limited number of RV sites with water, sewer and electrical hook-ups are also available, however, the majority of summer employees are housed in dormitories and motel-style rooms. The 2019 housing cost is \$40/week for a shared room and \$65/week for a single room. Employee housing costs are deducted from employee paychecks. Housing assignments are made based on availability with employees' preferences taken into consideration. Housing is available only to those employees who are 18 and older. The dormitory has centrally located restrooms and shower facilities. Blankets, pillows, towels, washcloths, and other linens are provided by TRMF, however employees are welcome to bring their own linens. It is the employees' responsibility to change their own bed linens and keep their room clean and orderly. Washers and dryers are available at each employee housing location for no charge. The use of toasters, toaster ovens, microwaves, rice cookers, coffee makers or any other type of cooking equipment is not allowed in employee housing. Employees have access to mini-fridges and microwaves in designated areas. Candles and incense are also not permitted. There are room inspections to ensure that this policy is followed. A television, DVD player, and microwave are available in a central lobby of the dormitory for employee use. Please keep in mind that closet and storage space is limited. TRMF will not be liable for loss of personal belongings. Renter's insurance is recommended. No pets of any kind are allowed or tolerated in seasonal employee housing. Employees who are found to have pets in their employee housing will be issued a large pet cleaning fine and will likely lose the privilege of receiving employee housing. Employees must follow proper check-in and check-out procedures for employee housing. Rooms must be cleaned and assessed by housing managers, and keys must be returned. Failure to follow this policy will result in cost assessments. Terminated employees are required to vacate housing immediately, and they are responsible for making their own travel arrangements out of the area.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Phone Service: Yes

Description:

Cellular service is available. Human Resources will be available to assist whenever needed.

Kitchen facilities: No

Description:

Laundry facilities: Yes

Description:

Full laundry rooms with multiple washers and dryers are located in each housing unit. Irons/ironing boards are to be used only in the laundry room.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Two people are assigned to each dorm room. Most of our other housing is double occupancy, as well. You will be assigned a roommate unless you request ahead of time for a specific person to be your roommate; we cannot accommodate requests for single rooms as our housing is limited and we have many seasonal staff we need to provide housing for. We do our best to assign compatible personalities as roommates.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$65

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: The town of Medora is very small. Most everything in town is within 5 minutes walking distance from our employee housing.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$50

Total: Yes Per Day: No

Description: Most everything in town is within 5 minutes walking distance from our employee housing. If you would like to rent a bicycle in town during the summer season, there is a local bike shop you can visit. Cost is \$50.00 for the season.

Employer-Provided Transportation

Estimated commute time: 15 to 30 minutes

Estimated cost: \$5

Total: No Per Day: Yes

Description: Weekly shuttles will go to Dickinson (30) miles for grocery shopping and Walmart trips. Cost is \$5.00 per trip.

Arrival Instructions:

Shuttles from Bismarck Airport will cost \$30.00. Shuttles from Dickinson Theodore Roosevelt Airport will be \$10.00.

Shuttles to the Social Security Administration Office and to the Bank are free.

Suggested Arrival Airport:

Bismarck Municipal Airport, BIS, Over 50 miles

Dickinson Theodore Roosevelt Regional Airport, DIK, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

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

Everspring Hotel
200 E Bismarck Expy
Bismarck , North Dakota 58501
<https://everspringinn.com/>
(701) 222-2900
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

New hire employees will need to complete an online profile at the following website.

<https://www.medora.com/employment/>

Once the profile is complete you will complete the on-boarding process online including but not limited to:

1. Personnel information
2. W-4
3. I-9 verification
4. Housing agreement
5. Shirt size

Employees who have completed and mailed in their job agreement will receive a letter about a month before they start listing the date and time of their check-in appointment. International Employees will have communication with HR when they are offered a job regarding their first day of work. Your start date may differ a bit from the first available date you listed on the job agreement; we schedule arrival dates based on where we plan to have you work and live and when your manager is available for training. Employees should plan to arrive at the exact time and date listed in your arrival letter. Please do not show up before your scheduled check-in time. You must contact the Medora office ASAP if the arrival date and time listed on your letter needs to be adjusted. Check-in is at the TRMF office inside the Life Skills Center located at 405 East River Road South. TRMF offices are located upstairs in the building. For verification of employment eligibility: social security card, and drivers license or other official photo I.D. at check-in time (please note these are the most common forms of identification that employees choose, however, you may present other identification as listed on the I-9 accepted documents, found online here:

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

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 provide free shuttles for any employee who needs to apply for a Social Security card.

Nearest SSA Office: Bismarck , North Dakota , Over 50 miles

Other:

Wage Payment Schedule:

Paychecks will be distributed every other Friday. If that Friday falls on a holiday, the previous work day is pay day. The two-week pay period begins on Sunday 12:00am and runs through Saturday 11:59pm. Direct deposit and/or paper checks.

Meal Plan: Optional

Estimated Cost Per Day: \$18

Meal Plan Description:

Employees may eat at a discounted cost of \$6.00/meal from May through September with their employee ID. Deductions for meal charges are taken directly from the employee's paycheck.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

It is a requirement that all TRMF employees exhibit a professional appearance as a basic condition of employment. Employees are expected to attend work having showered and applied deodorant. Hair, including mustache, beard and sideburns, must be clean, well-managed. A reasonable effort to cover tattoos should be made while also following uniform guidelines. Makeup must be of natural and modest application. Employees may be asked to adjust their wardrobe or appearance as managers see fit.

Second Job Availability: Yes, likely

Applicable Company Policies:

All TRMF employees should come to Medora prepared with the following uniform attire to accompany the black uniform polo that many of our customer service employees and any employee who works at the Medora Musical in the evening will be assigned. You must have the following: At least two pairs of either neat blue jeans or khaki pants. No holes, excess distressing or decoration. They must be of a moderate fit (not extremely tight and not baggy). Brown or black shoes or neutral tennis shoes will also be permitted in most departments (no open toed shoes or sandals). A brown or black leather belt—employees may be asked to tuck in their uniform when at work. Some employees might also want to bring the following in case they are interested in being available to help with catered events: One pair of black dress pants Black shoes (no open toed shoes or sandals).

For most positions, employees receive three polo shirts as their uniform. Employees will be charged for lost or damaged uniforms. Note - employees nametags come with a magnetic backing to secure it to uniform shirts. Hired applicants with pacemakers should contact us ahead of time so that an alternate securing device can be arranged.

No smoking is allowed in any employee housing properties. This includes, but is not limited to, hookah pipes, e-cigarettes, cigarettes, and cigars. Marijuana is illegal in the state of North Dakota employees may not possess this, or other illegal substances, within TRMF housing. If an employee is found to have been smoking or using illegal substances within TRMF property, the employee will forfeit part of their end of season bonus and may face legal consequences. All North Dakota state and Federal laws must be followed.

Smoking and Tobacco Policy Smoking and any tobacco use is strictly prohibited in TRMF owned or leased buildings, including, but not limited to, offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms and other areas. Smoking is also prohibited in TRMF vehicles, garages and storage buildings. In addition, no smoking is allowed at the Schafer Center Patio, the Downtown Patio, the Tjaden Terrace, Old Town Hall Theater, or the Burning Hills Amphitheatre. Employees should make a reasonable effort to be out of the way of guests as much as possible. If using e-cigarettes, employees are required to follow the same smoking policy. E-cigarettes must not be charged in the workplace. Employees caught smoking in these areas or breaking the smoking policy will be reported to Human Resources. The first time an employee is caught smoking will result in a warning. More than one warning will result in a \$25.00 fine. Failure to comply

with this policy could result in further discipline, up to and including termination. This policy applies to all employees. Clients, contractors, and visitors must also only smoke in designated smoking areas of town. TRMF will comply with all state and local ordinances controlling smoking in the workplace including you must be at least 20 feet away from building entrance, exit, operable window, air intake, or ventilation system of enclosed areas of TRMF facilities. Please dispose of cigarette butts/tobacco products properly. Employees with inquiries or complaints about smoking in the workplace are asked to report them to the Human Resources Department.

Attendance & Tardiness - Every employee's job is necessary for the efficient operation of TRMF, and TRMF depends on their employees to be on time when you are scheduled to work. It is an essential function of each job for the employee to be on the job and ready for work at the prescribed time every day they are assigned. If an employee will be late or cannot come to work, they must contact their supervisor as early as possible prior to the start of their shift. Multiple absences or late arrivals may be cause for termination. They must notify their manager/supervisor personally. Talking to a coworker or leaving a message in not acceptable. Phone calls or face to face conversations are encouraged.

Schedule and Overtime Policies - Schedules will be posted in each work area. Employees are scheduled approximately 30-40 hours/week. Hours scheduled will vary depending on time of year, weather, and business levels. Extra hours are available at the Medora Musical and Pitchfork Steak Fondue June through September, up to a maximum of 50 hours each week unless manager approval is obtained. Overtime is paid to all non-exempt employees after 40 hours of work. Hours paid but not actually worked, if any, are not included in calculating overtime. Employees will be scheduled to work five or six days per week, including Saturdays, Sundays, and holidays. Schedules may vary from week to week. Some positions may require employees to work split shifts. Employee requests for specific shifts or days off will be accommodated when possible, but are not guaranteed and are at the discretion of the scheduler. Employees are allowed one three-day period off for college registration/orientation. Please note that employees may not trade hours without a supervisor's approval. No pay is given for time off.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Post Office, Restaurants, Fitness Center

Walking Distance from Housing:

Post Office, Restaurants, Fitness Center

Unavailable:

Food Market, Shopping Mall, Bank, Internet Cafe, Public Library