



Stage Coach Inn - Housekeeper/Laundry

HOST INFORMATION

Company Description:

The Stage Coach Inn, West Yellowstone, Montana, is at the West entrance to Yellowstone National Park. The Landmark Hotel opened in 1948, and offers 84 rooms, Free-to-Guest Internet, Expanded Continental breakfast, indoor Pool and Fitness Center, Guest Laundry and free parking. The Hotel is known for its architecture and warm wooden interior - a Montana Lodge décor with stuffed animals. The West entrance is Yellowstone National Park's busiest entrance, with over a million visitors a year. West Yellowstone, Montana is a small town at an elevation of 6,677 feet (2,032m) of approximately 1,500 year-round residents, but during the summer there can be than 8,000 visitors in the town. The town has many Hotels, Motels and Cabins, Restaurants, Bars, 2 small Grocery stores and assorted Souvenir shops and stores. Local attractions include Guided Tours to Yellowstone, the Grizzly & Wolf Discovery Center, Giant Screen Theater and the Yellowstone Historical Center. The advantage of this position is that you have the opportunity to experience Yellowstone National Park - with the world's largest collection of Thermal features, including Old Faithful Geyser. The National Park is home to grizzly bears, black bears, wolves, bison, elk, moose and other animals. In addition, outside the Park there are a variety of outdoor activities including white-water rafting, kayaking, fishing, horseback riding, hiking, mountain biking, ATV trails, a Zip-line operator and a real Rodeo all nearby.

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

Site of Activity: Stage Coach Inn

Parent Account Name: Stage Coach Inn

Host Address: 209 Madison Avenue , PO Box 169, West Yellowstone , Montana , 59758

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

PLACEMENT INFORMATION

Job Description:

Employees will be working as either Housekeeper/Rooms, Laundry or Public Space for the majority of the season, so employees must be flexible and willing to do any of these positions. this position must provide a clean, sanitary, comfortable, orderly and satisfying surrounding for the guests, employees and the public. the housekeeper promotes sanitary conditions which prevent the spread of infection and odors. the housekeeper must follow the required procedures for handling, cleaning, disposing or moving of objects/materials and or the clean-up of blood, infectious materials or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Exposure Control. Persons in this position must also be able to read and understand English. Keep linens and terry washed, dried, folded and stored in designated areas on a daily basis, as well as to keep laundry area and equipment clean.

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 and living area. Job duties may include:

*Removing and collecting linens for laundering and transporting them to designated areas.

*Cleaning rugs, carpets and upholstered furniture with a 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 or 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.*

Typical Schedule:

Housekeepers typically work 8:00am to 4:00pm, 5 days per week. PM Houseman works 3:00pm to 11:00 pm 5 days per week Houseman coverage works 3 days 8:00am to 4:00pm, 2 days 3:00pm to 11:00pm

Drug Test required: No

COMPENSATION

Hourly Wage: \$14

Eligible for Tips: No

Estimated weekly wages including tips: \$560

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:

There is very little fluctuation in hours in this position.

Average number of hours per week reached by last year's seasonal employees: 34

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Pushing housekeeping cart, laundry cart on a regular basis.

Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: Yes

Uniform Policy:

Polo shirt (provided); black or Khaki pants; comfortable shoes (no sandals);

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Black or Khaki pants (no stretch pants, leggings, yoga pants or jeans). Comfortable shoes - no open toes. Hotel provides Polo Shirt. No excessive jewelry, piercings or tattoos.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events

Additional Details about Cultural Offerings:

4th of July Barbecue/town parade/town fireworks. The students will be exposed to guests and other students from all over the world. With Yellowstone National Park as the attraction, we see guests from all corners of the globe.

Local Cultural Offering:

In addition to Yellowstone Park and the National forests surrounding the town, the Stage Coach Inn provides a barbecue grill for the students' use. We hold a 4th of July Barbecue that all the students and employees enjoy. There is a 4th of July Parade the students can watch or even 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:

Converted Motel room including bed (bedding included), private bathroom, microwave, refrigerator and dresser. Outdoor grill is available for student cooking. Rooms are assigned by Operator based on Gender, Job and Schedule.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Participants may use the Hotel internet in the Hotel for up to 1/2 our as long as they are out of uniform. They also may be able to access the Hotel Wi-Fi from outside the Hotel.

Phone Service: Yes

Description:

The Hotel lobby phone is available for participants to use to make 800 number calls.

Kitchen facilities: No

Description:

Laundry facilities: No

Description:

There are 3 laundromats in town that the participants can use.

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 beds in each room, with 1 participant per bed. There are no co-ed rooms. Requests to room with friends will be taken into consideration when assigning rooms.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

Rent is deducted from the paychecks 1/2 each paycheck. Deposit is deducted from each paycheck at \$25.00 per paycheck until the deposit amount (\$200.00) is reached.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Room must be returned to employer in the same condition, less normal wear and tear, that they received it. All bedding and uniforms must also be returned in the same condition, less normal wear and tear, that they received it. Room will be inspected once participant has turned in keys.

Details About Deposit Refund:

Once room has been inspected, security deposit will be returned as part of the final paycheck.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: 500 feet from housing to Hotel.

ARRIVAL INFORMATION

Arrival Instructions:

Employer recommends the following option to arrive in West Yellowstone - this is the least expensive option! Fly into Salt Lake City (SLC) and take the Salt Lake Express bus (www.saltlakeexpress.com) for \$80.00 one way to West Yellowstone. The bus trip is approximately 6 hours. Depending on when the student arrives in Salt Lake City, plan to spend 1 night in Salt Lake City at the Super 8 Salt Lake City Airport - \$55.00/night. There is a free airport shuttle from the airport to the motel. Students need to complete Social Security Card application at the Social Security Office in Bozeman, Montana. There is a locally operated transportation service available for bi-weekly trips to Bozeman for the day at a cost of \$20.00 round trip. www.yellowstonefoundation.org/bus 406.640.0244. Employer will arrange days off so the student can make this trip. Questions can be directed to Mary Williams email manager.yellowstoneinn.com.

Suggested Arrival Airport:

Salt Lake City, SLC, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

*Super 8 Salt Lake City Airport
223 Jimmy Doolittle Rd
Salt Lake City, Utah 84116
wyndhamhotels.com
801-533-8878
\$50 to \$75*

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:

Students need to complete Social Security Card application at the Social Security Office in Bozeman, Montana (closest Social Security office). There is a locally operated transportation service available with bi-weekly trips to Bozeman for the day at a cost of \$20.00 round trip.

Nearest SSA Office: Bozeman , Montana , Over 50 miles

Other:

Wage Payment Schedule:

Employer pays twice monthly on the 8th and 23rd of the month with a paycheck. Direct deposit is not available.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: No

Grooming Requirements:

Black or Khaki pants - no stretch pants, no jeans allowed. Professional appearance; neat, clean and no excessive jewelry or piercings.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones are not allowed on the floor during work. Smoking is allowed outside the Hotel and outside of Housing. 10:00PM is quiet time; no loud parties after 10:00PM. No friends on property after 10PM.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Unavailable:

Shopping Mall