WORK & TRAVEL USA

Alaskan Hotel and Bar - Supervisor/Admin

HOST INFORMATION

Company Description:

Join Our Team at The Alaskan Hotel & Bar!
The Alaskan Hotel & Bar, a family-owned gem in Juneau's historic downtown, is looking for enthusiastic team members. As Alaska's oldest operating hotel, established in 1913 and listed on the National Register of Historic Places since 1979, we blend Victorian charm with modern comfort. Our iconic bar is well known for live music, open mics, and special events, our hotel has been featured on three Travel Channel specials and was voted #5 in USA Today's 10Best Reader's Choice Awards for Best Haunted Hotel in The U.S.
Why Work With Us?
- Dynamic Environment: Engage in a high-energy, vibrant atmosphere.
- Casual Dress Code: Comfortable but presentable attire encouraged
- Flexible Schedule: We offer work-life balance with adaptable hours.
- Central Location: Just a 10-minute walk (or less) from all downtown attractions.
- Community Interaction: Connect with locals and adventurous travelers.

If you're passionate about service and history, come be part of a team that values both.

Apply today and help us continue our legacy in Juneau!

Host Website: https://www.thealaskanhotel.com

Site of Activity: Alaskan Hotel and Bar

Parent Account Name: Alaskan Hotel and Bar

Host Address: 167 S Franklin Street Juneau , Alaska , 99801

Nearest Major City: Juneau , Alaska , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Housekeeping Supervisor will help with housekeeping, manage housekeepers, inspecting rooms after cleans and helping to monitor schedules within the department.

They may also assist at the front desk which, 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 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.
No cell phones at work

Typical Schedule:

To be determined when students is put on schedule.

Seasonal changes to job duties or available hours: Yes

Students may be asked to work a variety of tasks at the hotel, including working in housekeeping when requested. Students should be flexible with responsibility changes.

Drug Test required: No

COMPENSATION

Hourly Wage: $19.5

Eligible for Tips: Yes

Guest may choose to leave tips.

Estimated weekly wages including tips: $576

Bonus: Yes

Up to $1. per hour depending on completing the contract and good work. It will be added to the last paycheck contingent on; job performance, total hours accumulated, and completion of the entire stay

* All figures above are pre-tax

Estimated average number of hours per week: 36

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

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 REQUIREMENTS

English Level required:

★★★★★★ Advanced

Required to be 21+: Yes

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Students may be asked to push or lift objects up to 50 pounds.
Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

One week

Hours per week during training period: 30

Different wage during training period: Yes

Training wage description:

Students will receive a wage of $9.75/hr during training.

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Students should bring black, non-slip shoes and black or khaki pants. Students will be provided with a uniform top. First tshirt is free, and any additional shirts are $10 each.

Cost of uniform: $0

Uniform laundry: Provided at additional cost

Uniform Laundry Cost (per week): $3

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Karaoke Nights or Talent Shows

Additional Details about Cultural Offerings:

Juneau has a nearby state museum, a large library, a tram to the top of Mt Roberts from which are several hiking trails and places of interest, multiple fishing and whale watching opportunities, and the Mendenhall Glacier that is accessible by car or bus.

Local Cultural Offering:

Juneau offers an abundance of outdoor adventures and cultural events including:

- Hiking
- Canoeing/Paddle Boarding
- Glaciers
- Beaches
- Fishing & hunting
- Rock climbing
- Bear viewing
- Ziplining
- Whale watching
- 4th of July festivities
- DIPAC Salmon Hatchery
- Folk Festival
- Sealaska

Visit www.traveljuneau.com for more!

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:

The students stay in the Alaskan Hotel in rooms with 2 twin beds or bunk beds and shared bathrooms down the hall. We do provide linens, but the students are responsible for washing their bedding/towels and cleaning their rooms. The address is the Alaskan Hotel 167 S. Franklin St. Juneau, Alaska 99801

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

High-speed internet is included with housing but is not suitable for gaming/streaming.

Phone Service: Yes

Description:

There are landline phones in the rooms and at the front desk. Staff communicates throughout the workday via WhatsApp.

Kitchen facilities: Yes

Description:

There is a kitchenette in each of the rooms. Each room will have 2 students.

Laundry facilities: Yes

Description:

There is a coin-op laundry on site.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

There are two twin beds or bunk beds in each room. The bathrooms are down the hall, not in the room. It is fine to request to stay in a room with their friend/partner. Each room has a small fridge, a sink, 2 burners and a microwave. A single room may be possible, but participants will be charged double the housing cost per week ($220).

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $120

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Other

Estimated commute time: Under 15 minutes

Estimated cost: $0

Description: Students live at the worksite, in the hotel. Transportation should not be necessary unless they choose to live off site, then they will be responsible for their own transportation.

ARRIVAL INFORMATION

Arrival Instructions:

There is a city bus that stops close to the airport, here is the website for bus schedules/times: juneaucapitaltransit.org. Otherwise, Juneau also offers multiple taxi services, as well as Uber/Lyft. It will take about 15 to 20 minutes to get to the hotel. The average cost for a taxi from the airport to the hotel is approximately $30-$35.

The employer would like all travel information to be submitted by February 15th.

Please contact:

Bettye Adams

bettye@thealaskanhotel.com

Hotel Phone: 907 318 9470

Cell: 907 723 2241 (also available on WhatsApp)

The bank, grocery store, and the social security office are all only a couple of blocks from the hotel, either walking or taking a bus is possible.

Suggested Arrival Airport:

Juneau international, JNU, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: $25 to $50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Alaskan Hotel
167 S Franklin st.
Juneau , Alaska 99801
http:www.thealaskanhotel.com
907 318 9470
$100 to $150

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 will need to make an appointment to go to the Federal building for their social security card. They can make the appointment online prior to arrival by visiting www.ssa.gov. Waiting until arrival to make the appointment can result in delays.

Nearest SSA Office: Juneau , Alaska , Less than 10 miles

Other:

Wage Payment Schedule:

Students are paid every 2 weeks on Friday.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

They need to be clean and presentable.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking is allowed at the Alaskan Hotel. Cell phones are not to be used for personal texting or talking on working time. The hotel provides internet but not for streaming or long periods of use. There are " switch of shift forms" for the employees to fill in and have approved to not work their shift. The work at the hotel is priority and any secondary position cannot interfere with your role with the hotel.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall