WORK & TRAVEL USA

Element Bozeman - Front Desk Agent

HOST INFORMATION

Company Description:

Why should you work for Element Bozeman?!

- Monthly paid luncheon for all staff
- Weekly treats

Join us at Element Bozeman! From here it is easy to discover Main Street just one block away and its many restaurants and shops. Also nearby are Montana State University and the Museum of the Rockies. Bozeman Yellowstone International Airport is 10 miles away. Our hotel puts you just a short drive from Big Sky and and Yellowstone National Park.

Our Philosophy is to consistently deliver exceptional hotel service with the help of dedicated, caring Associates, thus outperforming the competition. We value passionate people who love to be challenged and desire the freedom to contribute to the overall success of the organization. We strive to create a workplace culture that values family, work life balance and community.

Host Website: http://www.elementbozeman.com

Site of Activity: Element Bozeman

Parent Account Name: Element Bozeman

Host Address: 25 East Mendenhall Street Bozeman , Montana , 59715

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

PLACEMENT INFORMATION

Job Description:

Guest Service Agents are responsible for greeting and registering the guest, providing outstanding guest service during their stay, and settling the guest's account upon completion of their stay. Primary responsibilities include registering guests, making and modifying reservations, hotel operator, and concierge duties. Providing attentive, courteous and efficient service to all guests prior to arrival and throughout their stay, while maximizing room revenue and occupancy.

Drug Test required: No

COMPENSATION

Hourly Wage: $18

Eligible for Tips: No

Estimated weekly wages including tips: $720

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

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+: No

Previous Experience required: No

Qualifications & Conditions

Job Training required: Yes

Length of job training:
3 or more days of training 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:
A shirt is provided. Need black pants and slip-resistant shoes.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:
Please see our handbook. It was attached under documents.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Every month the Element Hotel hosts All Talent Lunches for all employees. Every month we notice the employee of the month who earns a bonus on their check. We talk about events that are happening within Bozeman and our Hotel.

Local Cultural Offering:

June 11 to June 14 Bozeman is hosting the BZN International Film Festival 2020.

Gallatin Valley Farmers Market starts July 1st.

July 15 is the Gallatin County Fair.

On August 7 to August 9, Bozeman is hosting the Sweet Pea Festal of the Arts.

June through July Music on Main every Thursday.

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:

Some amenities will include a TV, refrigerator, bedding/linens provided, & private bath. The address of housing will be provided once a participant is interested.

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

WiFi can be accessed from the hotel or local coffee shops and library.

Phone Service: No

Description:

Participants will be able to use hotel phones.

Kitchen facilities: Yes

Description:

Laundry facilities: No

Description:

There are laundry facilities around town, and there is laundry at thier housing

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Rooms are standard. Participants may request to live with friends. House/apartment is co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $50

Housing Cost Deducted from Paychecks: No

Description:

Housing fee is $200 per month, deducted on the 5th of each month from paycheck. Housing deposit of $200 needs to be paid upon move-in and get it back if the apartment is clean when they leave.

Utilities Costs: No

Housing Deposit: Yes

Cost: $200

Description:

Deposit must be made on day of arrival to the Assistant General Manger.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

To receive housing deposit refund, housing must match conditions that match the rental agreement.

Details About Deposit Refund:

Housing deposit is available, it will be refunded to participant on the move out day

Transportation to Worksite:

Walking Commute Time
Estimated commute time: 15 to 30 minutes

Description: Participants will walk down city sidewalks.

Biking
Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: $45

Total: No Per Day: Yes

Description: All bikes must ride on roadway and follow all vehicle laws.

Local Bus, Subway or Train
Estimated commute time: 15 to 30 minutes

Estimated cost: $0

Description: Bus system is free. The buses travel all over Bozeman.

ARRIVAL INFORMATION

Arrival Instructions:

All participants must call the hotel a week before their arrival to shuttle the hotel's shuttle to pick them up. The shuttle runs every day of the week from 4am to 12am. Are shuttle will be free of charge.

If you arrive between 12am to 4am, there is Greater Valley Taxi Service, Uber and Lift shuttles that can be booked. All shuttles is typically be about $35 to $50.

Bozeman has a free bus service which goes all over town. This would be the best service to use to get groceries, ect.

You can contact Shelby at shelby.lovejoy@elementbozeman.com. Please provide your flight details and arrival information 1 month in advance.

Must complete background check before arrival. Must provide email address.

Suggested Arrival Airport:

Bozeman Yellowstone International Airport BZN, BZN, Less than 10 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Element Bozeman
25 E Mendenhall St
Bozeman , Montana 59715

406-582-4972
$0 to $25

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

Social Security Office Location 3205 N 27th Avenue Bozeman, Montana 59718 Social Security Office Phone Number 1-877-405-5473 or TTY: 1-800-325-0778 Social Security Office Hours Monday 9:00am - 4:00pm Tuesday 9:00am - 4:00pm Wednesday 9:00am - 12:00pm Thursday 9:00am - 4:00pm Friday 9:00am - 4:00pm Saturday Closed Sunday Closed Except On Federal Holidays

Nearest SSA Office: Bozeman , Montana , Less than 10 miles

Other:

Wage Payment Schedule:

Paychecks will be paid out bi-weekly on Wednesdays. Paycheck will be at the front desk at 3 pm on payday.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Please review the handbook.

Second Job Availability: Yes, likely

Applicable Company Policies:

A handbook will be provided.

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

In Town, Requires Transportation:

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