WORK & TRAVEL USA

Highline Adventures Travelodge Gardiner Yellowstone - Housekeeper

HOST INFORMATION

Company Description:

We are a small, family-owned company that operate one hotels and five RV parks in Montana. We have hosted Work & Travel students at our hotels for ten summer seasons, and really enjoy getting to know students from many different cultures. Our Travelodge is located in Gardiner, Montana and is only one mile away from the North entrance to Yellowstone National Park. We love our students to experience American life during their time with us, so we provide outings such as museum and shopping trips, holiday parties, trips to Yellowstone Park and all types of outdoor recreation depending upon the season. Students working with us will have the opportunity to visit our hotels and learn how they operate. Our company is committed to doing our part to protect the environment, and we are committed to running our properties in the most environmentally sustainable way possible.

See more about the Bozeman area here: https://www.visitmt.com/places-to-go/cities-and-towns/gardiner.html

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

Site of Activity: Highline Adventures Travelodge Gardiner Yellowstone

Parent Account Name: Highline Adventures

Host Address: 109 Hellroaring Gardiner , Montana , 59030

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

PLACEMENT INFORMATION

Job Description:

Housekeeping in guest rooms and common areas. Duties include, but are not limited to, wash/dry/fold laundry, making beds, dusting, cleaning bathrooms, vacuuming or sweeping/mopping floors, daily housekeeping cart and closet cleaning and stocking, assisting with breakfast service or clean-up and other items as assigned by the manager.

Typical Schedule:

Actual days of the week worked may vary, but housekeeping shifts start at 8:30am and end when the work is finished for the day, usually by 4:00pm.

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: No

Estimated weekly wages including tips: $560

Bonus: Yes

For students who complete their contract period, there will be a $1.00 per hour worked bonus included on their final pay check.

* All figures above are pre-tax

Estimated average number of hours per week: 37

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Hotel occupancy is difficult to predict. On weeks when occupancy is low, we will provide other duties to keep students working at least 32 hours per week.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounts for overnight stays at other Wyndham hotels are possible.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Occasional lifting, pulling, pushing 25 lbs.
Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:
3-5 days

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:
All employees will receive on the job training during their first week of work.

Need to wear uniform: Yes

Uniform Policy:
A uniform top and name tag will be provided. Long black or tan pants and closed-toe shoes are required.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:
All employees must wear their uniform top and name tag. Long black or tan pants without holes or stains are required. All employees must wear closed-toe shoes. Proper grooming is required.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

Our town is right on the edge of Yellowstone National Park and sits on the Yellowstone River. Our students will have a trip into the park, holiday parties, trips into Bozeman for shopping and museum and company-sponsored meals with the entire staff.

Local Cultural Offering:

There is a new hot springs that gives a discount for local workers and is open each evening. In May there is a horse drive that runs through the middle of town.

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:

Our employee bunkhouse is located at 10 Gardinerview (triplex unit), less than one mile from the Travelodge. The housing is 2 separate units rooms which house 4-6 employees each. Each room has 1-3 beds. Each unit has a separate shares a common room that has a lounge and dining area, kitchen and bathroom. Laundry is shared between the 3 units.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes
Description:
Wifi

Phone Service: Yes
Description:
Students can use cellular telephones or the hotel phone to communicate.

Kitchen facilities: Yes
Description:
Kitchen shared in each unit

Laundry facilities: Yes
Description:
2 Washers and dryers shared between 3 units

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:
There will be two-three students per room. Rooms will not be co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes
Cost per Week: $75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes
Cost: $100
Description:
Withheld from fist pay check.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Bedroom, bed and linen must be clean and damage-free. All bedding must be washed and folded neatly. Common areas must be clean and damage-free.

Details About Deposit Refund:

Deposit will be refunded on the student's final paycheck, after a housing inspection is performed by management.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Walk down a main street from housing to the Travelodge. Less than one mile.

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: There are several possible bike routes along both residential streets and main streets.

ARRIVAL INFORMATION

Arrival Instructions:

Please fly into Bozeman/Yellowstone International Airport (BZN.) We prefer that students arrive between 6:00am and 9:00pm, however, we can pick-up at any time. Employer will meet students at the airport upon arrival and transport them to their housing unit. Students should email their arrival details as soon as possible to facilitate scheduling pick-ups.

Suggested Arrival Airport:

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

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Ramada Inn Bozeman
2020 Wheat Dr
Bozeman , Montana 59715
https://www.wyndhamhotels.com/ramada/bozeman-montana/ramada-bozeman-hotel/overview
406-414-6170

$0 to $25

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:

Employer will provide transportation to and from Social Security office. We recommend once you are settled into housing you start the Social Security application which can be found at https://www.ssa.gov/number-card/request-number-first-time

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

Other:

Wage Payment Schedule:

Employees are paid every two weeks on every other Friday. They can receive a paper check or apply for direct deposit. Gardiner has First Interstate Bank for them to open an account.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

All employees are required to shower daily and come to work looking neat and professional. No ripped or dirty clothing, hair washed and combed. Facial hair must be well-groomed. Visible tattoos cannot be offensive.

Second Job Availability: Yes, likely

Applicable Company Policies:

Students applying for housekeeping positions must work within the company policies set for all housekeeping employees, which includes high cleanliness and efficiency standards. Housekeeping employees may occasionally help out in other departments such as maintenance, laundry or breakfast service as needed. Smokers are welcome but smoking is only permitted at scheduled break times and only in designated smoking areas. There is no smoking inside employee housing and smokers must ensure that they use the proper receptacles for their trash. Students will be scheduled a minimum of 5 days per week and may be asked to help out elsewhere if needed. Cell phones are permitted at work for listening to music only. Phone and/or video calls must be placed on break times or outside of working hours.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

Unavailable:

Internet Cafe, Public Library