WORK & TRAVEL USA

North Forty Resort - Housekeeper

HOST INFORMATION

Company Description:

North Forty Resort is a family-owned cabin resort located between Whitefish and Glacier National Park in northwest Montana. We offer guests a rustic yet comfortable Montana experience with cozy log cabins, a sauna, hot tub, and peaceful walking trails through the forest. Our team values hard work, respect, and a friendly, cooperative environment where everyone plays a key role in providing outstanding guest service.

The Flathead Valley is known for its breathtaking scenery and outdoor adventure. In summer, staff enjoy hiking in Glacier National Park, swimming and paddleboarding on Whitefish Lake, and attending local festivals, farmers markets, and live music events. Winter brings a true mountain experience with skiing, snowboarding, and cozy gatherings by the fire.

Temperatures range from warm, sunny days in the 70s–90s°F (20–30°C) in summer to cold, snowy winters averaging 20–35°F (-6–2°C). Employees can expect a supportive, family-like workplace and plenty of opportunities to experience authentic Montana culture.

North Forty Resort has yet to host international cultural exchange participants, but is looking forward to its inaugural season doing so! We are committed to creating a welcoming environment where students can gain valuable hospitality experience, improve English skills, and enjoy one of America's most beautiful mountain destinations.

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

Site of Activity: North Forty Resort

Parent Account Name: North Forty Resort

Host Address: 3765 MT Hwy 40 West Columbia Columbia Falls , Montana , 59912

Nearest Major City: Kalispell , Montana , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

The Housekeeping team at North Forty Resort plays a key role in creating an exceptional guest experience. This position is responsible for maintaining the cleanliness, comfort, and welcoming atmosphere of our cabins, public spaces, and event facilities.

Housekeepers clean and prepare guest cabins to resort standards, including sanitizing bathrooms and kitchens, refreshing linens, dusting, vacuuming, restocking amenities, and ensuring each cabin feels warm and inviting for every arrival. Team members also respond to guest requests during their stay, delivering items, assisting with

special needs, and helping ensure a smooth and enjoyable visit.

In addition to cabin cleaning, this role includes maintaining the Snowberry Event Center by setting up and cleaning the space before and after events. Housekeepers also care for common areas such as the lobby, office entry, and public restrooms, keeping them tidy, organized, and guest-ready throughout the day.

Laundry responsibilities include washing, drying, folding, and organizing linens and terry to support daily cabin turnovers. Staff use housekeeping golf carts to travel safely and efficiently throughout the property while transporting supplies, linens, and equipment.

Successful candidates are dependable, detail-oriented, and comfortable working both independently and as part of a team. This role requires physical stamina, a positive attitude, and a commitment to maintaining the high standards that make North Forty Resort a welcoming Montana retreat.

Typical Schedule:

5-6 days a week based off of turnover of cabins. 4-7 hours of work on scheduled work days.

Drug Test required: No

COMPENSATION

Hourly Wage: $13.5

Eligible for Tips: Yes

Tips are pooled and divided evenly among the housekeepers working that day. For example, if four housekeepers are on shift and the team receives $40 in tips, each housekeeper would receive $10.

Estimated weekly wages including tips: $425

Bonus: Yes

There is an end of the season bonus for employees that work the length of the high season. This performance is based off of attendance, punctuality, performance, and hours worked.

* 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: 40

Potential fluctuation in hours per week:

The fluctuations in hours per week is based off of the number of cabin turnovers (check-in and check-outs).

Average number of hours per week reached by last year's seasonal employees: 30

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounts on food at the resort, merchandise at the resort, and access and use of resort amenities.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Handling cleaning chemicals

Need to wear uniform: Yes

Uniform Policy:

Staff shirts will be provided.

Cost of uniform: $0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Housekeepers must wear the provided North Forty Resort staff shirt with clean pants or shorts. Closed-toe, non-slip shoes are required for safety. Clothing should be neat, free of stains or rips, and hair secured if long. Minimal accessories are recommended. Weather-appropriate outerwear may be worn between cabins but should remain professional.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Movie or Game Nights, Sporting Events, Rodeos, Horseback Riding, Music Festivals, White Water Rafting, Fishing, National Park, Hiking

Additional Details about Cultural Offerings:

Montana offers many outdoor recreational activities that include: hiking, fishing, whitewater rafting, rodeos, music festivals, art festivals, farmer's markets, and many more opportunities to experience the culture of the people that enjoy the outdoors.

Local Cultural Offering:

Local rodeos are offered 1 mile away from the property and transportation can be provided. Under the Big Sky music festival is 1 mile away from our resort and is the largest music festival in the entire state.

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:

Employer-Owned Housing Description North Forty Resort provides on-site, employer-owned housing for J-1 students. Housing is assigned on a first-come, first-served basis, depending on availability at the time of arrival. Students will receive complete housing instructions and check-in details prior to their travel date. Housing Address North Forty Resort Employee Housing 3765 MT-40 West Columbia Falls, Montana 59912 USA Housing Layout & Amenities: Our on-site housing offers a comfortable, safe, and community-oriented environment for all students. Security & Entrances: Each apartment has two separate exterior entrances: One entrance with a key-code lock One entrance with a traditional key lock Bedroom doors are equipped with locks for students who prefer additional privacy and security. Bedrooms: Two separate bedrooms per apartment Twin bunkbeds (two students per room) Bedding and linens provided (students may bring or purchase their own if preferred) Closet space and dressers in each room TV provided in each bedroom High-speed WiFi included Bathroom: Shared bathroom that includes: One toilet Tub/shower combination Two sinks Students are expected to keep shared areas clean and respectful Kitchen Area Fully equipped kitchen area includes: Refrigerator and freezer Microwave Toaster oven Hot plate Kitchen sink Pots, pans, dishes, utensils, and basic cooking tools Common Area Features High-speed WiFi throughout the unit Heating and air conditioning On-site laundry access (add cost details if applicable) Campus Amenities Available to Employees All employees living in North Forty Resort housing may enjoy the following amenities during their time off: Two outdoor hot tubs Sauna 1.5-mile nature walking trail on the property Open green spaces, picnic areas, and outdoor seating All amenities are free for employee use. Special Instructions Housing is first-come, first-served, and bed assignments may be made prior to arrival Students must follow quiet hours and shared-space rules (reviewed during orientation) Any damages or lost items may result in a fee Alcohol, smoking, and visitor policies follow resort guidelines and will be explained at check-in Associated Costs Weekly or monthly housing fee (I can insert the exact amount if you provide it) Security deposit (if required) Laundry costs (if coin-operated) All utilities, WiFi, and access to resort amenities are included with housing

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

High speed WiFi internet will be provided to all employees. There is a security code that will be provided to access the staff only WiFi.

Phone Service: Yes

Description:

There is a landline as well as cell reception at the resort.

Kitchen facilities: Yes

Description:

The kitchen in the housing will have a fridge and freezer, toaster oven, hot plate, sink, and all kitchen utensils.

Laundry facilities: Yes

Description:

Laundry is $2 per wash and $2 per dry.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

The rooming arrangements will be first come first serve on which room and bed the students choose to sleep in. Students are able to request to live with their friends. The apartment is co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: No

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: 1 minute walk from the housing apartment to the job site.

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: Bicycles are available to students to take to town. It is a 15-20 minute bike ride to get to town from the apartment.

ARRIVAL INFORMATION

Arrival Instructions:

1.) Kalispell (FCA)
We recommend that the students fly into Glacier International Airport in Kalispell, Montana. Upon arrival we will pick them up from the airport. The resort is located approximately 10 minutes from the airport.

2.) Missoula (MSO)

Alternatively the students could fly into Missoula airport (MOS). This is a slightly less expensive option but this airport is 2.5 hours from the resort. Upon arriving at the Missoula airport the student would need to have purchased a Greyhound bus ticket from Missoula to Kalispell. The Greyhound runs once a day Thurs-Sunday only. Upon arriving at the greyhound bus stop in Kalispell we will pick them up. Due to the multiple different methods of transportation required for this option, we highly recommend option 1.

All flight information needs to be sent to Dustin Haines at dustin@nothfortyresort.com at least a week prior to arrival. We will track the flight from our end but ask for notification of any arrival time delays. In case of an emergency Dustin can be reached at (406) 270-9438.

If the student should need to visit a grocery store or run any other errands, we at the resort will accommodate those requests. There will be a weekly shuttle to the grocery store to do grocery shopping and other shopping.

Uber and Lyft are both viable ride sharing options for students staying at the resort.

Suggested Arrival Airport:

Glacier International Airport, FCA, Less than 10 miles

Missoula Airport, MSO, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Dustin Haines
3765 Mt Highway 40 W
Columbia Falls , Montana 59912
4068627740
$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:

The employer can provide directions and/or transportation to the nearest Social Security office.

Nearest SSA Office: Kalispell , Montana , Less than 25 miles

Other:

Wage Payment Schedule:

Participants will be paid bi-weekly via direct deposit or check.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Employees must maintain proper hygiene. There are no restrictions on tattoos and piercings.

Second Job Availability: Yes, likely

Applicable Company Policies:

Respectful Workplace Environment

Malicious personal gossip, or the deliberate sharing of false or misleading information about colleagues will not be tolerated. Employees are prohibited from engaging in any conduct that could be construed as harassment, discrimination, retaliation, slander, or defamation.

Employees are encouraged to voice concerns about safety, health, or harassment in a constructive and respectful manner to their designated manager or employer.

Examples of what is considered inappropriate:

- Sharing personal information about a coworker without their consent.
- Spreading rumors or making false statements about a coworker's performance or character.
- Using social media or other communication channels to engage in gossip or harassment.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who are the target of inappropriate conduct should report it to their manager or employer immediately.

Dress, Appearance and Personal Hygiene

Employees are expected to dress in a manner suitable for the job duties assigned to represent North Forty Resort in a professional manner. Employees will be supplied with North Forty Resort apparel and are asked to keep it in acceptable condition if worn. If employees resign or are terminated, they must return the North Forty Resort apparel that was provided, unless there is an agreement made prior with management. If employees choose not to wear North Forty Resort apparel they are required to dress in a manner consistent with business casual. This includes dress pants, khakis, jeans, blouses, t-shirts, sweaters, dresses and skirts (at or below the knee). Clothing that is excessively soiled, in need of repair, or might create a safety hazard is considered inappropriate for the workplace and is prohibited. Employees are not permitted to wear poorly maintained clothing, anything suggestive as short-shorts, sweats or other similarly inappropriate clothing that shows too much skin or is inappropriate. The employer reserves the right to ask the employee to leave the premises and change dress attire and appearance if decided to not be up to the employer’s standard.

Dress, hairstyle, cosmetics and jewelry which may be considered by customers and other employees as offensive, revealing or distracting may be considered inappropriate and unacceptable. Employees are permitted to have earrings within reason, but will not be allowed to wear nose, tongue or other visible body piercing jewelry while at work.It is assumed that the employee will have proper hygiene up to the standards and expectations of the employer. If the employer deems that the employee’s personal hygiene is not up to the work place standard, the employer reserves the right to ask the employee to leave the work place and not return until the personal hygiene standard is deemed acceptable.

Telephone and Cell Phone Usage

Employees are asked to refrain from using their cell phones while on shift. Occasional telephone and cell phone usage is permitted while at work within reason. Phone calls are to be no longer than three (3) minutes unless in the case of an emergency, and should never interfere with performing essential duties of the employee’s position.

Employees are advised to:

- Use company-issued phones for business purposes only and preserve them in perfect condition.
- Surf the internet, text and talk on the phone only for a few minutes per day.
- Turn off or silence their phones when asked.

We won’t allow employees to:

- Play games on the cell phone during working hours.
- Use their phones for any reason while driving a company vehicle.
- Use their cell phone’s camera or microphone to record confidential information.
- Use their phones in areas where cell use is explicitly prohibited (e.g. bathrooms.)
- Speak on their phones within earshot of colleagues’ working space during working hours.
- Download or upload inappropriate, illegal or obscene material on a cell phone using the North Forty Resort internet connection.

How to properly use cell phones in the workplace

Employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls pertaining to North Forty Resort.
- To use productivity apps.
- To check work messages or answer work calls.
- To make brief personal calls or texts away from the working space of colleagues.

Employees can use their phones during breaks or at lunch hour and while on a stationary vehicle.

Tobacco

As part of the Montana Clean Indoor Air Act, North Forty Resort is committed to a smoke free environment. Smoking indoors is prohibited, and employees are required to smoke in the designated outdoor smoking area. Cigarettes must be disposed of after use in designated garbage canisters. Employees are not provided additional smoke breaks outside of their regular 15 minute breaks. Office employees (front desk, events, etc.) are asked to refrain from smoking for the entirety of their shift; additionally, office employees are not to arrive at work smelling of smoke.

Chewing tobacco is permitted but must be disposed of in a clean and proper manner. There should be no signs of chewing tobacco on the premises from an employee.

Violation of any of the above policies may result in disciplinary action, up to and including termination of employment.

Drug and Alcohol-Free Workplace Policy

The North Forty Resort is committed to providing a safe, healthy and productive work environment for all employees. The use, possession, sale, distribution, or being under the influence of drugs or alcohol while on company premises, during work hours, or while operating company vehicles or equipment is strictly prohibited. Employees taking prescription medication that may impair their ability to safely and effectively perform their job must inform management before beginning work. Employees struggling with substance abuse are encouraged to seek help. Violation of the above policy may result in disciplinary action, up to and including termination of employment.

COMMUNITY AMENITIES

Walking Distance from Housing:

Internet Cafe

In Town, Requires Transportation:

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