

# Job Description Document

## SPONSOR INFORMATION

<b>Sponsor Name</b>	Intrax Work Travel
<b>Email</b>	info@intraxinc.com
<b>Phone</b>	+1 (888) 224-0450
<b>Fax</b>	+1 (415) 434-5430

## POSITION OPPORTUNITY INFORMATION

<b>Job Title</b>	Housekeeper
<b>Job Description</b>	Responsible for preparing and cleaning guest rooms which includes making beds, dusting guest rooms, cleaning bathrooms, replenishing bath supplies, vacuuming rooms and other duties as assigned. Responsible for transporting clean and dirty linen to/from hotel laundry room and maintaining cleanliness and organization of linen closets. May be responsible for cleaning of guest floor corridors, foyers, stairs, and public vending areas. Assist with any guest service needs as requested.
<b>Level of English Required</b>	Conversational
<b>Start Date</b>	15 Nov 08 - 15 Dec 08
<b>End Date</b>	1 Mar 09 - 15 Apr 09
<b>Gender Required</b>	Female
<b>Day to report to Employer</b>	Please report to the employer on the start date listed on your DS-2019 form
<b>Expected days from arrival before starting work</b>	You will usually begin working the day after you arrive. However, it may be up to five days before you begin working. Please bring enough money to allow for this.
<b>Estimated Average Hours over the course of the program</b>	30-40 hours per week. Please be aware that because this job is located at a ski resort, available hours will fluctuate with the level of snowfall.
<b>Pay Rate Estimate</b>	\$10.00/hour
<b>Estimated Tips</b>	None
<b>Estimated Overtime</b>	Overtime hours may occasionally be available.
<b>Required Skills</b>	The student must be able to follow instructions in English. The employer prefers students with experience in cleaning and/or housekeeping, but it is not a requirement.
<b>Expected Schedule</b>	Schedules will vary. Most employees will work 8 hours per day five days per week. You must be flexible as you may work days or nights, weekends and holidays.
<b>Drug Screening Policy</b>	All employees are subject to a pre-employment drug test. Employees are also subject to random drug testing during employment.
<b>Possible 2<sup>nd</sup> Job</b>	Yes There are limited shops and restaurants in the area where students may apply for second jobs upon their arrival. However, the second job cannot interfere with the students responsibilities at Alyeska Resort. Your J-1 status is dependent on you remaining in your original position with Alyeska Resort.
<b>Additional application</b>	Yes, you must complete a paper application upon arrival.
<b>Possibility for job change within company</b>	Yes, in certain situations.
<b>Meal discounts</b>	Yes, employees receive one free meal per shift.
<b>Uniforms</b>	Uniforms will be provided by the employer.
<b>Dress code</b>	Employees must wear the appropriate uniform at all times while on duty. This includes a nametag.
<b>Grooming code</b>	High standards of grooming and personal hygiene should be observed at all times while at work and on property. A daily bath or shower, clean hair, and tooth brushing are a must. Fingernails must be clean, short, and well manicured. All employees are required to wear a clean, neatly pressed, authorized uniform while working. Males must be clean-shaven and wear their hair above the collar. Females with long hair must secure hair away from the face. No facial piercings or tattoos allowed.

*Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring enough money to support yourself until you are paid. Check with employer to find out your first pay date.*

**COMPANY INFORMATION**

<b>City</b>	Girdwood
<b>State</b>	AK

**SUGGESTED TRAVEL INFORMATION**

<b>Nearest International Airport</b>	Anchorage International Airport, Alaska (ANC)
<b>Nearest Airport</b>	Anchorage International Airport, Alaska
<b>Transportation from Airport to Employer and/or Housing</b>	<p>Please plan your arrival to Anchorage for a Sunday-Thursday so that you can visit both the Social Security and Work Safe offices on a week day, the day after you arrive to Anchorage.</p> <p>Upon arrival to the Anchorage Airport, take a taxi to the International Hostel on H Street. <a href="http://www.alaska.net/~hianch/about.html">http://www.alaska.net/~hianch/about.html</a>. Advance reservations are highly recommended.</p> <p>This hostel offers affordable accommodations and is within walking distance to the Social Security (222 W 8TH AVENUE) and the Work Safe offices (300 West 36th Street on the corner of C Street and 36th). You must visit both offices before traveling on to Girdwood. You can do both the same day as long as you start early in the morning. Before going to the Work Safe office, please call the Human Resources office at Alyeska Resort at 754-2134/5/6/7 so they can fax a sheet to Work Safe that allows you to take the Work Safe test. When you are done with both the SS office visit and the Work Safe test, call Alyeska HR again and they will arrange for pickup and transport to Girdwood. It may be the next day so you should plan on staying in Anchorage for 2 nights.</p> <p>You must submit your travel information to Intrax Work Travel at least two weeks prior to your arrival or your employer may assume you are not coming and cancel your job.</p>
<b>Nearest Bus Station</b>	Anchorage, AK
<b>Bus Information</b>	<a href="http://www.greyhound.com">http://www.greyhound.com</a>
<b>Nearest Train Station</b>	Girdwood, AK
<b>Train Information</b>	<a href="http://www.amtrak.com">http://www.amtrak.com</a>

**SOCIAL SECURITY INFORMATION**

<b>Nearest Social Security Office</b>	ROOM A11 222 W 8TH AVENUE ANCHORAGE , AK 99513
<b>How and When to Apply for the Social Security Card</b>	Please apply for your Social Security card immediately upon arrival in Anchorage. Be sure to obtain a receipt for your SS application.
<b>Social Security website</b>	<a href="http://www.ssa.gov">http://www.ssa.gov</a>

**HOUSING**

<b>Housing Restrictions (yes/no)</b>	Yes
<b>Housing Restrictions</b>	If housing restrictions apply, participants must remain in this housing to be employed by the employer identified in this document. Participants must remain employed by the employer identified in this document and remain in the Intrax Work/Travel Program to live in this housing. No exceptions will be granted unless agreed in writing in advance by Intrax Work/Travel.
<b>Housing Information</b>	Alyeska Resort has a number of apartments, condos, and houses available for employees. The number of students per unit will vary depending on the type of housing.
<b>Address</b>	1000 Ariberg Avenue PO Box 249 Girdwood, AK 99587
<b>Estimated Cost</b>	\$400/month
<b>Additional Costs (i.e. Bond)</b>	There is a \$200 deposit for housing. \$50 will be deducted from your first 4 paychecks, rather than paying the deposit immediately upon arrival. The deposit

	will be returned to you at the end of the season as long as the housing is in good condition and you have completed your work agreement.
<b>Features</b>	Cost of housing is \$200 per pay period (every two weeks), including utilities. Food is not included. Cost of housing is deducted directly from paychecks.  All housing units have full kitchen facilities and are furnished with beds, couches, chairs, etc. Cooking utensils are not provided. There are laundry facilities available within walking distance. There is also internet access available at the local library which is also within walking distance.
<b>Hostel Information</b>	<a href="http://www.hiayh.org">http://www.hiayh.org</a> OR <a href="http://www.hostels.com">http://www.hostels.com</a>

### AREA INFORMATION

<b>Average temperature</b>	The average temperatures in January range from 8 to 21 degrees; in July, average temperatures range from 51 to 65. Annual precipitation is 15.9 inches, with 69 inches of snowfall. Annual precipitation is 15.9 inches, including 69 inches of snowfall.
<b>Altitude</b>	300 feet above sea level
<b>Information websites</b>	<a href="http://www.girdwoodalaska.com">www.girdwoodalaska.com</a> ; <a href="http://www.alyeskaresort.com">www.alyeskaresort.com</a>
<b>Nearest city</b>	Anchorage, Alaska. Girdwood is located on Turnagain Arm, in the Municipality of Anchorage, 35 miles southwest of downtown Anchorage. The area is accessed by the Seward Highway.
<b>Things to do</b>	You will be living and working in a small, rural town. You can access your email from the local library. You will have the opportunity to meet and socialize with other international students and American employees working at the resort. In your leisure time there is an amazing variety of outdoor activities to take advantage of including skiing, hiking, camping, fishing, flight seeing, jet boating, photography, rafting, horseback riding, wildlife viewing, mountain biking, and much more.
<b>What to wear</b>	The weather varies in Girdwood. Please bring clothing appropriate for extremely cold weather. A warm hat, gloves, boots, parka or coat, snow pants, sweaters, and clothing to layer underneath are essential. Be sure to bring rain gear and comfortable working shoes. Don't forget to bring your hiking boots.

### ADDITIONAL INFORMATION

<b>Additional Information</b>	
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***Based on the information available to Intrax Work/Travel, the contents of this Premium Placement Confirmation Form are true and accurate as of the date of its issuance to the Premium Placement Service participant. All information is subject to change depending on a variety of factors, including but not limited to weather, employment trends and staffing changes.***