

Job Description Document

SPONSOR INFORMATION

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

POSITION OPPORTUNITY INFORMATION

Job Title	Bell Person Mountainside
Job Description	<p>Job Responsibilities: Works with the bell staff, guest arrival/departures, and transportation areas. Responsible for ensuring that the guest is welcomed and that his/her luggage and other immediate needs are cared for. Direct responsibility for carrying the guest's luggage to and from the assigned room and ensuring that the guest is properly settled in a room, according to MVCI standards.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> ·Assist guest with luggage/baggage. ·Answer bell stand phone within required amount of rings. ·Deliver guest valet laundry, as well as other items required by the guest. ·Complete all required checklists per shift (e.g., daily checklist, valet list, check out log, etc.). ·Ensure timely delivery/retrieval of all luggage, packages, etc. either checked or left at bell stand. ·Supply directions and information regarding: unit property, staff and service, hours of operation, the immediate and metro area, guest room location, views, amenities, feature, type, etc. ·Arrange and store luggage carts safely. Extreme care and proper loading habits for protection of guest property should be taken when carts are in use. ·Operate and/or explain TDD operation for guests. <p>SECONDARY JOB FUNCTIONS:</p> <ul style="list-style-type: none"> ·Ensure cleanliness and neatness of work area using free time for cleaning. ·Maintain post by hotel reader board and in front of bell desk when not assisting a guest. In absence of a door attendant, perform duties of that position as well, including monitoring the main entrance. ·Various other duties assigned by Management.
Level of English Required	Advanced
Start Date	1 Dec 08 - 15 Dec 08
End Date	15 Mar 09 - 1 Apr 09
Gender Required	Male
Day to report to Employer	Please report to employer Monday - Friday between 9 AM and 4 PM.
Expected days from arrival before starting work	2 Days
Estimated Average Hours over the course of the program	32
Pay Rate Estimate	\$8.00 per hour

Estimated Tips	No. Tips are possible, but not guaranteed.
Estimated Overtime	Overtime is possible, but not guaranteed.
Required Skills	<p>THIS IS A VARY PHYSICALLY DEMANDING POSITION AND YOU MUST SPEAK ADVANCED ENGLISH BE FRIENDLY AND OUTGOING. You will need to be comfortable working on your feet 8 hours a day bending and lifting. You should have a good knowledge of the hotel so you may assist guest requests. Keyboard capabilities. Must be capable of lifting objects up to 50 pounds.</p> <p>JOB QUALIFICATIONS:</p> <ul style="list-style-type: none"> ·Ability to verbally communicate effectively with guests and co-workers. ·Pushing, pulling, bending, stooping, upward reaching. ·Some exposure to cleaning chemicals. ·Ability to work in a team environment and effectively communicate between guests and associates.
Expected Schedule	You may be scheduled to work any day of the week for any shift including weekends and holidays.
Drug Screening Policy	No Drug Testing Policy
Possible 2nd Job	Yes There are many opportunities for a second job within walking distance from your employer. Please remember that your first responsibility is to the employer listed on your DS-2019 form. If you obtain a second job, it must not interfere with your job at the Marriott . Your J-1 status is dependent on you remaining in your position at the Marriott for the duration of your program.
Additional application	Once you arrive at the Marriot you will be required to fill out a paper application.
Possibility for job change within company	No.
Meal discounts	There are no meal discounts provided. However there is an employee break room that includes microwave and refrigerator for participant use.
Uniforms	Your employer will provide you with a uniform upon your arrival. Please bring Black closed toe none skid comfortable shoes with you.
Dress code	<p>Standards of Appearance: Marriott International's standards for grooming and appearance reflect our Company's conservative tradition for more than 75 years. All associates must take pride and present a professional, well-groomed appearance. All associates for whom a uniform has been provided must wear the appropriate uniform. If nametags are issues, they are considered part of the uniform and should be worn on the left side.</p> <p>Shoes must be in compliance with the Occupational Safety and Health Act. They should present a business-like appearance, be polished and in good repair.</p> <p>Sunglasses are acceptable only in outdoor areas where sunshine may impair your vision.</p> <p>Jewelry should be worn in moderation. Jewelry of any type may not be affixed to the uniform.</p> <ul style="list-style-type: none"> o Rings: A maximum of two simple rings on each hand. o Necklaces: Necklaces may not show outside the uniform. o One bracelet or wristwatch per arm. o Pins: No attachments other than nametag, length of service award, or Company sponsored promotion. o Earrings: Females may wear one earring per ear. Large, dangling or extreme styles are not acceptable. Male associates may not wear earrings. No ear clips or nose earrings. o Body piercing or tattoos must not be visible.
Grooming code	Good personal hygiene levels are required. Your fellow associates, as well as guests, have a right to expect general cleanliness from you, as you do from them.

	<p>A neat clean business-like appearance is a requirement for all jobs. In most instances, you may wear your hair the way you choose while working, as long as it remains well trimmed, well groomed and business-like in appearance. Your manager/supervisor will inform you if business needs warrant additional requirements for your position. Excessive gels, lotions and distinct shaven styles are not acceptable.</p> <p>Males: Hair must be neat and trimmed. Mustaches are acceptable if trimmed and neat and do not extend below the upper lip. Beards are permitted but must be well groomed. Beards are permitted but must be well groomed. Sideburns must not extend beyond the lobe nor may they be flared in a "mutton-chop" style. Females: Hairstyles should not be distracting, obstructive or cover the eyes. Plain, simple hair accessories are permitted. Braids must be neatly maintained. Hats are only to be worn if they are part of the uniform. Hair standards are to be adhered to even if a hat is part of the uniform. Head coverings for religious reasons are acceptable. Fingernails must be kept neatly trimmed and moderate in length. Polish must be in conservative shades and should be maintained regularly.</p> <p><i>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.</i></p>
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COMPANY INFORMATION

City	Park City
State	UT

SUGGESTED TRAVEL INFORMATION

Nearest International Airport	Salt Lake City International Airport Salt Lake City, Utah Telephone: 801 575 2400
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Transportation from Airport to Employer and/or Housing	To reach the Marriott you will need to take a shuttle from the Salt Lake City International Airport. Please go to their website at www.allresort.com for rates and to make a reservation. It is highly recommended to make prior to your arrival in the U.S.
Nearest Bus Station	Greyhound is located in Salt Lake City, Utah.
Bus Information	http://www.greyhound.com
Nearest Train Station	Amtrak is located in Salt Lake City, Utah.
Train Information	http://www.amtrak.com

SOCIAL SECURITY INFORMATION

Nearest Social Security Office	<p>APPLY FOR YOUR SOCIAL SECURITY CARD IN SALT LAKE CITY BEFORE YOU DEPART FOR PARK CITY, UTAH. THERE IS NO SOCIAL SECURITY OFFICE IN PARK CITY UTAH.</p> <p>Social Security Office SOCIAL SECURITY 202 WEST 400 SOUTH SALT LAKE CITY, UT 84101</p> <p>Phone Numbers: Local Number (801) 524-4115 Toll-Free 1-800-772-1213</p> <p>Office Hours: MONDAY - FRIDAY:09:00 AM - 04:00 PM</p>
How and When to Apply for the Social Security Card	Please apply for social security card immediately upon your arrival in Salt Lake City, Utah. Be sure to obtain a receipt from the SS office for your SS application to show to your employer. It is possible that receipt of your SS card could be delayed up to 12 weeks due to new SS regulations. Please be prepared for this possibility.

Social Security website	http://www.ssa.gov
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HOUSING

Housing Restrictions (yes/no)	No
Housing Restrictions	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.
Housing Information	Housing is not provided by your employer. YOU SHOULD TRY TO MAKE HOUSING ARRANGEMENTS BEFORE YOU LEAVE YOUR HOME COUNTRY. PLEASE READ THE DETAILED HOUSING GUIDE LOCATED IN THE "ADDITIONAL INFORMATION" SECTION OF THIS DOCUMENT. Because the Marriot is a vacation ownership (timeshare) and not a hotel they are NOT ABLE to accommodate participants upon arrival or while they locate housing.
Address	Housing Address will depend on what you choose.
Estimated Cost	You should expect to pay between \$200.00 and \$300.00 per month while sharing an apartment with several people.
Additional Costs (i.e. Bond)	Utilities can cost an extra \$50.00 to \$100.00 per month. You should also expect to pay a housing deposit of \$200.00 to \$300.00 when you arrive.
Features	Features will vary depending on what housing you choose.
Hostel Information	http://www.hiayh.org OR http://www.hostels.com

AREA INFORMATION

Average temperature	The summer months June through September are very warm months in Park City Utah average temperature can range between 75 degrees F and 100 degrees F.
Altitude	7000 feet above sea level
Information websites	www.parkcity.org www.google.com Park City Utah
Nearest city	Salt Lake City, Utah, 30 miles
Things to do	<p>You will be living in a beautiful area of the United States. Often times, the mountainous areas of the United States offer some of the most spectacular scenery and a small town, comfortable atmosphere. You are encouraged to research your living area prior to arrival to learn more. Public transportation is available.</p> <p>Park City offers many activities. There are many outdoor activities to engage in such as hiking, biking, climbing, camping and swimming. In addition, Park City offers nightlife, restaurants, and shopping.</p>
What to wear	<p>It is recommend to bring clothes that you can layer as the nights can be much colder than the days. For example, you should bring jeans, shorts, t-shirts, sweater, and a sweatshirt. Don't forget a swim suit!</p> <p>THINGS TO BRING Alarm clock (battery operated) Personal toiletries Bath towel/washcloth Extra eyeglasses/medicine ***Spending money for unexpected circumstances. We do not provide payroll advances.</p> <p>Optional Items to consider bringing:</p> <ul style="list-style-type: none"> Bug repellent/net Camping/rain gear Clothes hangers Hiking boots Flashlight Books/magazines Camera/film Portable iron for ironing uniforms Extra blanket and pillow First Aid Kit (for personal and backpacking needs)

ADDITIONAL INFORMATION

Additional Information	<p>Park City is an exciting place to live and work. There is a great balance of outdoor activities in addition to Resort Town life. Please do not apply for employment unless you can maintain your commitment with the Marriott for the duration of your program.</p> <ul style="list-style-type: none">•The local paper is called the "Park Recorder". Visit the website at www.parkrecorder.com. They have the classifieds listed where you can find available rentals.•Mountainlands Community Housing Trust maintains a Housing Resource Center and organizes a weekly Roommate Roundup at Bad Ass Coffee. Their office is located at 1960 Sidewinder Drive, Suite 107. For more information contact Mountainlands Community Housing Trust at 435-647-9719 or at www.housinghelp.org. THIS IS THE BEST WAY TO FIND HOUSING.•Craigslist is a great search option. Go to www.craigslist.com. Search Park City, Go to Housing link.
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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.