

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	Housekeeper
Job Description	<p>The housekeeping objective is to provide housekeeping excellence in the homes and amenities managed by Whitefish Mountain Resort Lodging (WMRL) to ensure financial success of WMRL and their homeowners.</p> <p>Specific Duties:</p> <ul style="list-style-type: none"> • Clean units after departures, clean common areas, provide housekeeping services during occupancies, and perform deep cleaning services. • Be aware of condition and appropriate number of items in the unit inventories and report missing or damaged items to the supervisor. • Report damage to units or buildings, maintenance needs, or any unsafe condition immediately upon discovery. • Be knowledgeable of the use and hazards of the chemicals being used. • Report and collect all lost/found items, labeling and turning them in to the supervisor daily. • A neat, clean appearance is expected at all times. • A courteous, helpful attitude will be displayed at all times toward all guests and employees.
Level of English Required	Conversational
Start Date	1 Dec 08 - 1 Jan 09
End Date	15 Mar 09 - 6 Apr 09
Gender Required	None
Day to report to Employer	Please report to your employer on the start date listed on your DS-2019 form.
Expected days from arrival before starting work	Participants will begin working within a week after arrival. This is dependent on arrival date, since on the weekends, Social Security & banks are closed.
Estimated Average Hours over the course of the program	Typical schedule is 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.
Pay Rate Estimate	\$8.50 per hour
Estimated Tips	No tips.
Estimated Overtime	0-10 overtime hours per week
Required Skills	<p>Job Specifications:</p> <ul style="list-style-type: none"> · Ability to write English legibly. · Possess sufficient verbal and written communication skills to complete assigned tasks. · Must have the ability to change work priorities to best accommodate customer needs. · Must be a self-starter and able to work independently with little supervision. · Must be able to work within the framework of the company policies and procedures as set forth in the employee manuals. · Flexibility in schedule changes on short notice is required.
Expected Schedule	Schedule will vary. Job may require working weekends, holidays and overtime during peak demand times.
Drug Screening Policy	Not applicable
Possible 2nd Job	Yes There are opportunities for second jobs near your employer. Please remember that your first responsibility is to Whitefish Mountain Resort. If you obtain a second job, it must not interfere with your job at your primary employer. Your J-1 status is dependent on you remaining in your position at your primary employer for the duration of your program.
Additional application	Participants will be required to fill out an additional application and housing

	agreement upon arrival.
Possibility for job change within company	There is little possibility for job change.
Meal discounts	30% discount at company food & beverage outlets.
Uniforms	Please bring khaki (tan) pants and comfortable shoes. Shirts will be provided by the employer.
Dress code	Appearance: Maximum of 2 earrings per ear. Men should be clean shaven and hair should not exceed shoulder length. Hair should not be grown out during season. Either gender may be required to pull long hair back, if length is determined a safety issue. Note: if employee arrives out of appearance standard they may be asked to go home.
Grooming code	Please present a neat and clean appearance. Shirts are to be tucked into the pants with a belt.
<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>	

COMPANY INFORMATION

City	Whitefish
State	MT

SUGGESTED TRAVEL INFORMATION

Nearest International Airport	Glacier Park International Airport (FCA) offers convenient non-stop service from Billings, Minneapolis, Portland, Salt Lake City, Seattle and Spokane.
Nearest Airport	Glacier Park International Airport (FCA)
Transportation from Airport to Employer and/or Housing	Your employer will arrange to pick you up in Kalispell or Whitefish whether you arrive via bus, train or plane as long as you email your travel plans to hr_wsi@skiwhitefish.com two weeks prior to your travel date.
Nearest Bus Station	Greyhound Bus makes stops in Whitefish, Montana
Bus Information	http://www.greyhound.com
Nearest Train Station	Whitefish Amtrak Station 500 Depot St Whitefish, MT 59937 Rail Service Amtrak features daily eastbound and westbound service aboard the Empire Builder. For fare and schedule information, contact the Whitefish Amtrak Station at 406-862-2268. Open daily from 6:00am-1:30pm and 4:30pm-12:00am.
Train Information	http://www.amtrak.com

SOCIAL SECURITY INFORMATION

Nearest Social Security Office	ASHLEY SQ MALL 275 CORPORATE DRIVE KALISPELL , MT 59901 Phone: (406) 755-1015 The office is open from 9:00AM - 4:00PM, Monday through Friday.
How and When to Apply for the Social Security Card	Upon arrival, your employer will take you to the Social Security office in Kalispell. Keep the paper (receipt) that says you applied for your SS number. You will need to show this to your employer. You will also need to show them the card later, when you receive it in the mail. You must be checked in with Intrax for 24 hours before you apply for your card.
Social Security website	http://www.ssa.gov

HOUSING

Housing Restrictions (yes/no)	Yes
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	Your housing will be arranged for you by your employer.
Address	Information will be provided by the employer.
Estimated Cost	\$250/month/person
Additional Costs (i.e. Bond)	A \$250 deposit is due upon arrival. Housing deposit will be returned upon departure as long as the housing is left in good condition and as long as the participant completes the work agreement. Also, there is a mandatory \$25 fee charged per person for cleaning. More money will be deducted if additional cleaning is required upon departure from the housing.
Features	<p>Participants will live in apartment housing in downtown Whitefish, Montana. The housing is furnished with basics, including a bed for each employee with sheets and a pillow. Transportation between housing and the work site will be provided by the employer. Groceries, library, second jobs and entertainment are all located in walking distance.</p> <p>You will be required to sign a housing agreement upon arrival. Among other terms, this agreement states you will remain in the housing until your work end date. Please be aware that if you depart the housing prior to your end date, you will still be required to pay the rent through your work end date.</p>
Hostel Information	http://www.hiayh.org OR http://www.hostels.com

AREA INFORMATION

Average temperature	Daytime temperatures range from mid-20s to mid-40s (F) and nighttime temperatures range from the teens to the mid-20s (F). For current weather conditions please check www.weather.com and use zip code 59937.
Altitude	Valley floors about 3,000 feet above sea level; highest mountain peaks just under 10,000 feet above sea level.
Information websites	www.skiwhitefish.com
Nearest city	Missoula, Montana is 2.5 hours away. Spokane, Washington is 4.5 hours. Seattle is 10 hours.
Things to do	Whitefish sits in the center of the beautiful Flathead Valley. Outdoor activities include skiing, snowboarding, cross-country skiing, snowshoeing, snowmobiling, sleigh rides, ice-skating and hockey. Shopping, dining, arts, theatre, cultural sites and lodging are located in this rapidly growing community. Glacier National Park is located just outside of Whitefish as well.
What to wear	Make sure to bring warm and waterproof clothing as we experience cold weather and heavy precipitation. We suggest bringing clothes that can easily layer: long underwear (non-cotton), wool hats/socks/clothing, fleece vests/jackets/pants, a warm and waterproof winter jacket and snow boots that are comfortable. If you do not have all of these items before you leave, we will provide a discount for you when you arrive.

ADDITIONAL INFORMATION

Additional Information	<p>What to Bring:</p> <ol style="list-style-type: none"> 1. J1 Visa (and show Social Security Receipt and Card when you get it) 2. Uniform requirements 3. Deposit (\$300) 4. Comfortable shoes to work in 5. Alarm clock 6. Toiletries 7. Any prescriptions or medications as it will be difficult to get them refilled <p>Benefits: Whitefish Mountain gives every employee a lift pass and free equipment rentals Monday-Friday.</p>
-------------------------------	--

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.