



## Cottonwood Inn and Suites - Hotel Room Cleaner

### HOST INFORMATION

**Company Description:**

*Cottonwood Inn & Suites' mission is to enrich the lives of our guests, our employees and owners. We do this through legendary customer service, cleanliness of our property, sales growth, cost controls and treating our employees like family. We believe that our employees are our most important resource and the success of our hotel, RV park, convention center, lounge, and restaurant depends upon creating and retaining a staff capable of delivering an exceptional experience to every customer, every time.*

*Glasgow is located 17 miles from Fort Peck Lake recreation area which has a world class dinosaur museum, interpretive center, and live summer theatre. Population is 4,000 with a regional medical center, golf course, bowling alley, library, and more. It is a small community in a remote location. Employees have free use of indoor swimming pool and exercise room at the hotel! They also receive one half price meal every work day.*

**Host Website:** <https://www.cottonwoodinn.net>

**Site of Activity:** Cottonwood Inn and Suites

**Parent Account Name:** Cottonwood Inn and Suites

**Host Address:** 54250 US Highway 2 , PO Box 1240 , Glasgow , Montana , 59230

**Nearest Major City:** Billings , Montana , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

- Maintain working relationships and communicate with all departments.
- Clean rugs, carpets, and upholstered furniture using a vacuum cleaner, broom, and carpet shampoo machine.
- Clean rooms, hallways, and restrooms.
- Wash walls and ceiling, move furniture and turn mattress.
- Sweep, mop, and scrub floors.
- Dust and polish metalwork.
- Collect soiled linen for laundering.
- Maintain housekeeping carts.
- Remove trash from guest rooms and hallways.
- Walk all assigned floors at beginning and end of shift to collect trash and soiled linen.
- Pick up clean linen and refill the par stock of linen on each floor worked.
- Deliver towels, cribs, rollaway beds, and other items to the guest rooms upon request.
- Refill the par stock of guest amenities and supplies on each floor worked.
- Clean all public areas in the prescribed manner while following department standard operating procedures.
- Report missing/found articles, damage, or merchandise problems to the Housekeeping Manager/Supervisor.
- Respond at all times in a friendly, helpful manner to guests and other colleagues.
- Take up any tasks assigned by the Housekeeping Manager/Supervisor as and when needed.
- Report to work in required uniform and in adherence with the Hotel's dress code policy.
- Must be able to work independently and as a team player.
- Wear the proper attire at all times.

- Uphold the hotel's commitment to hospitality.
- Maintain complete knowledge of and comply with all departmental policies/service procedures/standards.
- Assist with training employees as needed.
- Assist co-workers as needed.
- Perform other duties as requested by management.

**Typical Schedule:**

8am to 4:30pm, various days of the week.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$600

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 48

**Estimated minimum number of hours per week:** 40

**Estimated maximum number of hours per week:** 48

**Potential fluctuation in hours per week:**

Hotel occupancy.

**Average number of hours per week reached by last year's seasonal employees:** 48

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

50% discount off 1 meal per shift while working. Free use of pool, spa, and fitness center. 10% discount in restaurant during off hours.

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

*Lifting supplies on a daily basis. Flipping mattress quarterly. Pushing carts (Linen and housekeeping). Pulling linens off beds and occasional out of washing machine and dryer. Putting linens away, occasionally over head.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Job Training required:** Yes

*Length of job training:*

*16-24 hours.*

*Hours per week during training period: 40*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Working with an experienced housekeeper to learn daily routine.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*We provide shirts. Employee is to wear comfortable slacks, jeans, or shorts no higher than 2" above the knee.*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Uniform shirt and comfortable slacks, jeans, or shorts no higher than 2" above the knee.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Sporting Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Northeast Montana Fair, Milk River Catfish Days, Montana Governor's Cup, Alive @ 5*

**Additional Details about Cultural Offerings:**

*Valley County Pioneer Museum contains a wealth of knowledge and exhibits to check out.*

**Local Cultural Offering:**

*Northeast Montana Fair takes place at the end of July or beginning of August and has PRCA rodeo, demolition derby, talent show, concert, and carnival games & rides.*

*Community events for all ages. Usually live music, games, food and beverage available.*

## 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:**

Housing will be located close to work as in apartment or house with TV, bedding/linen provided, kitchen with dishes, private bath, air conditioning & heat. Multiple CIEE employees will share the accommodations with private sleeping areas unless number of students exceeds number of bedrooms.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Phone Service: Yes

Description:

Phone available in hotel offices.

Kitchen facilities: No

Description:

Laundry facilities: Yes

Description:

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

House/apartment with kitchen and at least one shared private bathroom. Common living area and kitchen.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$120

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

**Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: domicile will be within 2 miles of work. Public transportation is available at certain times. Will provide pedal bike at request.

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: slow traffic, upkeep paved roads no gravel. Ample crosswalks provided.*

*Local Bus, Subway or Train*

*Estimated commute time: Under 15 minutes*

*Estimated cost: \$10*

*Total: No Per Day: Yes*

*Description: Regular Operating Hours: Monday - Friday from 7:15 a.m. until 5:00 p.m. After Hours Service: \*Monday through Friday from 5:00 pm until 11:00 pm \*All day Saturday from 7:30 am until 11:00 pm \*Sunday from 7:30 am until 9:00 pm*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

There are two options for your travel to Glasgow, MT. We suggest flying into Billings Logan International Airport (BIL), from which we can fly you up to Glasgow.

#### **1) Billings Logan International Airport (BIL)**

We recommend that students fly into Billings Logan International Airport (BIL), and then fly to Glasgow via Cape Air. We will book and pay for the flight from Billings to Glasgow, and will pick you up at the Glasgow airport. Students **MUST** email their arrival information to Rob Brunelle at robert@cwimt.net at least 2 WEEKS prior to arrival in the United States.

#### **2) Williston Basin International Airport (XWA)**

Students also have the option to fly into Williston Basin International Airport (XWA) where we will be available to pick up students at the arrivals terminal. Students **MUST** email their arrival information to Rob Brunelle at robert@cwimt.net at least 2 WEEKS prior to arrival in the United States.

### **Suggested Arrival Airport:**

*Billings Logan International Airport, bil, Over 50 miles*

*Williston Basin International Airport, xwa, Over 50 miles*

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

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

*Boothill Inn  
242 East Airport Road  
Billings, Montana 59105  
boothillinn.com  
4062452000  
\$100 to \$150*

## 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:*

*We will bring you to and from the SSA office.*

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

**Other:**

Wage Payment Schedule:

Payroll is done semi-monthly, and direct deposit to a US bank is an option at no cost to the employee.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Showering at least every day, keeping clean hair and nails, brushing your teeth, using deodorant, and wearing clean clothes should be a standard practice. Hair, hands and fingernails are expected to be clean and well-groomed. Facial hair should be neat and well-trimmed.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking inside buildings, including employee housing.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Movie Theater

**Walking Distance from Housing:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Movie Theater

**In Town, Requires Transportation:**

Bowling Alley

**Unavailable:**

Shopping Mall