



## HAP Holland America Skagway Inn - Dish Steward

### HOST INFORMATION

**Company Description:**

We are HAP Alaska – Yukon. We are the largest tour operator in **Alaska** and the Yukon. Each of the work locations for HAP offers **exciting, once-in-a-lifetime travel experiences and cultural opportunities** for all employees. Additionally, **overtime and bonuses** in many locations allow students to earn enough to repay program fees and travel.

**Referral program!! Receive up to \$400 for every person you refer to work with Holland Princess America, even if this is your first season!**

As an employee, you will be asked to provide excellent service while maintaining a safe working (and living) environment. Each employee is crucial to the success of our mission, providing an excellent experience to guests and fellow team members alike. If you are not serving a guest directly, you are serving someone who is. Internal customer service is just as important to our Company's success!

Holland America Skagway Inn is a seasonal hotel located in the center of the Klondike Gold Rush National Historic Park in the heart of downtown Skagway. Skagway is the 12th busiest cruise ship port in the world and we host over 15,000 guests in our facility during the short summer season (May-September). Our staff enjoys plentiful opportunities for recreational activities such as hiking in some of the most spectacular scenery that Alaska has to offer. Our support facilities include a 200 seat dining room, a 125 seat Bar and Grill, a small banquet and meeting room. We employ around 80 people each season.

**Host Website:** <https://hollandamerica-hotels.com/destinations/skagway-hotel/>

**Site of Activity:** HAP Holland America Skagway Inn

**Parent Account Name:** Holland America Princess Alaska

**Host Address:** 3rd and Spring Streets , PO Box 515 , Skagway , Alaska , 99840

**Nearest Major City:** Skagway , Alaska , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

Performs a variety of entry-level dishwashing tasks. Routinely cleans, washes and stores food and beverage service items, equipment, and the kitchen area. May also monitor/clean the team dining room and set up and break down team dining buffet lines. Assist with other kitchen duties as assigned.

Work in designated station set by the Location Chef / Sous Chef. You may work in guest restaurants or Employee Dining Room as needed and as assigned.

Keeps all kitchen areas, equipment, machines, etc. clean, sanitized and organized during individual shift. Assist all cooks and chefs as necessary. Assist in daily cleaning and sanitation duties. Maintain clean and safe work area. Maintain cleanliness of all kitchen and dining room materials. Follow all machine cleaning procedures. Assist all cooks in daily preparation of menu items. Report to work at designated time in clean, neat and approved uniform. May periodically train new employees or staff from other departments.

Complies with all health and safety codes in handling and storage of all food products and kitchen equipment. Varied hours; both AM and PM are required. Will work with various soaps and cleaning chemicals. Gloves, aprons and safety materials are provided.

**Typical Schedule:**

Varied hours: both AM and PM are required.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$640

**Bonus:** Yes

You are eligible for an end of season bonus if you stay through your agreed upon work dates and have no job performance issues. Bonuses are paid based on hours worked - minimum \$200, maximum \$1000.

\* All figures above are pre-tax

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

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

Additional hours may be available depending upon staffing levels. May and September tend to see the most opportunities for additional hours.

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Referral program - receive up to \$400 for every person you refer to work with Holland Princess America! Bonus paid after the summer season.

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

*Description:*

*Must perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, bending, and climbing stairs. Required to stand or walk for long periods of time. Required lift, push, pull, or carry objects on a repeated basis. Must be able to work continuously in an indoor, humid or hot environment without air-conditioning.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Job Training required:** Yes

*Length of job training:*

*on-the-job training*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniform details will be provided to you during the hiring process and before you travel.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Professional, neat and presentable. No facial hair for employees in food & beverage positions. Men's hair must be shorter than collar length. Must practice good hygiene - frequent bathing and deodorant is requested. No extreme hairstyles or colors, only one piercing allowed in each ear and you may be asked to cover tattoos.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Company Parties, Movie or Game Nights, Potlucks or Dinners, Shopping Trips*

**Additional Details about Cultural Offerings:**

*Our staff enjoys the endless opportunities for recreational activities in this thriving community to include hiking in some of the most spectacular scenery Alaska has to offer.*

**Local Cultural Offering:**

*The Holland America Skagway Inn team is much like a family who create a lifetime connection during the summer months of adventuring and experiencing the Alaska culture.*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Dormitory style housing is 8.50/day (roughly \$250/month). All rooms will have 2 people per room with shared bathrooms down the hall. Meals are not included in housing price. All rooms are non-smoking and pet free environments. Amenities at employee housing include: Linens/bedding provided Free laundry facilities, including detergent Common Area with large TV & DVD player WIFI Housing address: 3rd & Spring Street, Skagway, Alaska 99840

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Wireless internet will be available for an extra charge. Internet access is complimentary.

Phone Service: Yes

Description:

Employee use phones with a calling card are available. Many students purchase smart phones when they get to the US and service in the area is reliable.

Kitchen facilities: Yes

Description:

Students will have access to onsite kitchen facilities.

Laundry facilities: Yes

Description:

Laundry facilities and detergent are located onsite and are include with the price of housing.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

All rooms will have 2 people per room with shared bathrooms down the hall. All rooms are non-smoking and pet free environments. Dorms are co-ed but rooms are not.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$63

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: Skagway is completely walkable. Students can walk to work in just a few minutes.

## ARRIVAL INFORMATION

### **Arrival Instructions:**

Students will fly into Juneau, AK. Once in Juneau, you can take a ferry or a small 8-seat plane on that have 6 flights from Juneau to Skagway daily. (Alaska Marine Highway or Alaska Sea Planes )

You must apply for Social Security Number in Juneau (JNU) prior to departure for work location in Skagway. Banking is Wells Fargo-takes 8 weeks to open account. Come prepared with funds.

### **Suggested Arrival Airport:**

Juneau International Airport, JNU, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$150 to \$200

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

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

Juneau International Hostel  
614 Harris St. #1076  
Juneau , Alaska 99801  
www.juneauhostel.net  
9075869559  
\$50 to \$75

## TRAINING AND ONBOARDING

### **Pre-Arrival Onboarding:** Yes

Every student must submit an application with Holland America Princess (HAP) once hired. Complete all information using this link:  
<https://hollandamericaprincess.pinpointhq.com/postings/c3a69c78-1aff-4cac-8624-4ed74fe85c39?token=ws76fqilg9U8uFryu5ksj4jC>

When completing your information, there are a few areas that require some guidance:

Section 1 Personal Details: Please enter all the information completely

Section 2 Profile: Do not upload your resume

Section 3 Questions: Who will be your US Agency: Select your sponsoring agency from the drop down

Section 4 Other Job Preferences: Please do not complete.

Once submitted, you will receive additional emails that require action from you:

1. Job Offer - please confirm and return electronically

2. Background Verification - email sent from "Sterling." Complete all information and submit\*Some countries may require Power of Attorney Forms and may need wet signatures (Bulgaria, Croatia, Serbia, Macedonia are examples) when submitting your background verification. If this is not completed, it will cause a delay in your onboarding which may impact your ability to move into housing, start work and get paid.

This must be completed immediately upon receipt, uploading required documents. Check your spam folder. This must be completed within 24 hours of receiving. You cannot check in or live in housing, work or get paid until all onboarding steps are completed.

Work with your local contact to ensure everything is done prior to arrival.

### **Social Security Number:**

*Require participants to apply for SSN before arrival at worksite: Yes*

*Details about how to apply for Social Security Number:*

*Must apply for Social Security Number (in JNU) prior to departure for work location. Students should NOT travel to their site of activity until they have applied for their social security number. It's recommended that you arrive to Alaska several days before your first day of work. The Social Security Office address is: 709 W 9th St #231, Juneau, AK 99801. The Social Security Administration is open Monday, Tuesday, Thursday & Friday 9am to 4pm and Wednesday 9am to 12pm (noon). SSA is CLOSED Saturday and Sunday. Do NOT travel to your employer until you have applied for your social security number.*

*Nearest SSA Office: Juneau , Alaska , Over 50 miles*

**Other:**

*Wage Payment Schedule:*

*Payday is every two weeks. Direct deposit highly recommended for early payment. You will need a local bank account.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Must be well groomed and maintain a high level of professionalism at all times. During business hours, all employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Personal dress, appearance and cleanliness standards contribute to the morale of all employees and affect the business image. No extreme hairstyles or colors, only one piercing allowed in each ear and you may be asked to cover tattoos.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Be prepared for the Alaska experience! There are second job opportunities with other businesses at this location.*

*Please be aware that possession of guns and any drugs (including marijuana) are strictly forbidden in employer provided housing.*

*You should NOT travel to the site of activity until you have applied for your social security number. It's recommended that you arrive to Alaska several days before your first day of work. The Social Security Administration is open Monday, Tuesday, Thursday & Friday 9am to 4pm & Wednesday 9am to 12pm. SSA is CLOSED Saturday and Sunday. Do NOT travel to your employer until you have applied for your social security number.*

*Arrangements for mail delivery are your responsibility. No mail can be sent to you at the lodge's address. You should make arrangements for a personal post office box either before or upon their arrival at the lodge. This policy will be strictly enforced.*

*Since phone card prices can vary considerably in the U.S. you should consider purchasing phone cards in their home countries which can be used within the U.S. for international calls.*

*Currency exchange and check-cashing facilities are not available at the lodge. The nearest location for these facilities is in town. It is highly advisable for you to establish a banking account prior to arrival in Skagway (in Juneau) in order to have your paychecks automatically deposited. Employee manual will be provided between being hired and arrival in US.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Public Library*

***Walking Distance from Housing:***

*Food Market, Post Office, Bank, Restaurants, Public Library*

***In Town, Requires Transportation:***

*Shopping Mall, Fitness Center*

***Unavailable:***

*Internet Cafe*