



## HAP Juneau Transportation Division - Fleet Detailer

### HOST INFORMATION

**Company Description:**

Holland America Princess Juneau Transportation Division services the fleet and buses that transport Holland America Princess guests. Referral program!! **Receive up to \$400 for every person you refer to work with Holland Princess America, even if this is your first season!** Juneau, in the heart of Southeast Alaska, is the capital city of Alaska and stands on one of the largest wilderness areas in the US. Ready to trade the ordinary for the unforgettable? Join Alaska's largest Tour Operator and turn the Last Frontier into your next great chapter. Whether it's guiding awe-struck guests through towering glaciers or making them feel right at home in the wild, you'll help create experiences they'll never forget—and stories you'll be telling for years. Your adventure starts here. Let's make it epic. Upon successful completion of the terms of the employment agreement, an attractive discounted travel program may be available including cruises with Holland America Line and Princess Cruises. Employees may also receive a seasonal completion bonus, discounts on optional tours, and the chance to experience Alaska's largest city.

**Host Website:** <https://www.alaskatourjobs.com/>

**Site of Activity:** HAP Juneau Transportation Division

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

**Host Address:** 151 Mill Street Juneau , Alaska , 99801

**Nearest Major City:** Juneau , Alaska , Less than 10 miles away

### PLACEMENT INFORMATION

**Job Description:**

Performs a variety of entry-level vehicle maintenance tasks. Routinely, cleans and re-fuels fleet vehicles. Ability to prioritize work, meet deadlines, maintain an attention to detail, while working in a team or group environment. Also includes cleaning and detailing the fleet vehicles for land tours of Holland America Princess guests. Some experience in positions involving vehicle or automotive detailing is normally preferred for this job.

**Typical Schedule:**

Students will usually work 8 hour shifts. Schedule may vary by week.

**Drug Test required:** No

### COMPENSATION

**Hourly Wage:** \$16

**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:** 35

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

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

**Potential fluctuation in hours per week:**

**Average number of hours per week reached by last year's seasonal employees:** 35

**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:** Yes

Experience in vehicle or automotive maintenance is appreciated.

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Students may be asked to lift and carry objects up to 50 pounds. Job requires to work outside in all weather, work is on feet most of shift, must be able to lift up to 23 kgs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

**Job Training required:** Yes

Length of job training:

One week

Hours per week during training period: 30

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employer will provide guidance on uniform once the students is hired.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Students should be dressed appropriately and professionally as they may interact with guests.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

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

### **Additional Details about Cultural Offerings:**

*As employees of HAP, students receive benefits to participate in tours and discounted rates at hotels on days off. Employer also has provided parties and employee appreciation nights. Outdoor activities, shore excursions, restaurants, hospitals, 200 miles of outdoor trails, mountains/ocean.*

### **Local Cultural Offering:**

*Rock climbing, bonfires, movies, helicopter rides, whale watching, dog mushing, tram ride, river floats, museums, historical trails, dancing, trivia nights. World's smallest Costco, grocery stores, movie theatre, bowling, restaurants, 200 miles of trails, mountains/ocean.*

## 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:**

*We offer housing at the 3 possible following locations: Frontier Suites 9400 Glacier Hwy. Juneau, AK 99801 UAS Housing Bancroft Hall 4300 University Dr. Juneau, AK 99801 Ivey Apartments 361 Distin Ave. Juneau, AK 99801 meals not included 2-4 per room, apartment and dorm style 1 bathroom, shared Shared kitchen with basic supplies. Linens provided. Laundry available. Fly to JNU, employee move in dates are flexible according to arrival. Preferred arrival and depart within 3 days of contract dates.*

**Lease Agreement:** Yes

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Complimentary in room and lobby*

*Phone Service: Yes*

*Description:*

*Limited cell service available in area*

*Kitchen facilities: Yes*

*Description:*

*Communal kitchens*

*Laundry facilities: Yes*

*Description:*

*Communal laundry rooms.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*Contact HAP to request more information.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$105*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Greater than 45 minutes*

*Description: Employee shuttles provided to/from company housing and work.*

*Biking*

*Estimated commute time: 30 to 45 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Not provided by employer*

*Employer-Provided Transportation*

*Estimated commute time: 15 to 30 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Employee shuttles provided to/from company housing and work.*

**Arrival Instructions:**

Fly to JNU, employee move in dates are flexible according to arrival. Preferred arrival and depart within 3 days of contract dates.

Arrival/Departure: Location landlocked only accessible by boat or plane.

Around town: Bus system, bikes, taxi

**Suggested Arrival Airport:**

Juneau International Airport, JNU, Less than 10 miles

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

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

Juneau International Hostel  
614 Harris St. #1076  
Juneau, Alaska 99801  
<https://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:

You will apply for SSN in Juneau. You must make an appt. when you arrive. Social Security Office address: 709 W 9th St #813E, Juneau, AK

99801

Nearest SSA Office: Juneau , Alaska , Less than 10 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 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 Wasilla, 1.5 hours away. It is highly advisable for you to establish a bank account prior to arrival at the lodge in Anchorage in order to have your paychecks automatically deposited. Employee manual will be provided between being hired and arrival in US.*

## COMMUNITY AMENITIES

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

*Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*