



WORK & TRAVEL USA

## Alaska Collection Talkeetna Alaskan Lodge - Gift Shop Retail Associate

### HOST INFORMATION

**Company Description:**

*Have you dreamed of exploring the great Alaskan wilderness, or working and playing in a small historic town? The Talkeetna Alaskan Lodge, an experience by Pursuit, can offer you the ultimate in seasonal employment. We are looking for adventurous, hardworking, conscientious people. The Talkeetna Alaskan Lodge is a seasonal property, encompassing a main lodge, four guest lodges, onsite restaurants, and meeting facilities all resting on 35 acres of our 640-acre site; providing an unmatched view of Denali and the Alaska Range.*

*The historic town of Talkeetna, located 2 hours north of Anchorage and 2.5 hours south of Denali National Park, has a year-round population of approximately 800 people. We pride ourselves in being a destination spot for some of the best fishing, hiking, rafting, and photography in all of Alaska. Please be prepared for an Alaskan experience, with limited outside services. This location has some cell and internet service. Many of our seasonal employees get hooked on the adventure the wilderness offers and come back to work year after year, advancing in pay and status each time they do.*

**Host Website:** <https://www.pursuitcollection.com/careers/alaska/work-in-talkeetna/>

**Site of Activity:** Alaska Collection Talkeetna Alaskan Lodge

**Parent Account Name:** Pursuit

**Host Address:** 23601 Talkeetna Spur Road , PO Box 727 , Talkeetna , Alaska , 99676

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

### PLACEMENT INFORMATION

**Job Description:**

*Major Activities (Typical Duties/Responsibilities):*

- / Provide sales and service for Gift Shop clients. Assist guests with retail purchases*
- / Perform cash handling and accounting procedures to include verification and reconciliation of Shift bank and deposits*
- / Computer process all sales transactions. Inventory control and restocking; maintain a list of restocking needs*
- / Clean and organize gift shop, warehouse and office*

*/ Open and close Gift Shop. Complete all shift paperwork  
/ Perform other duties as assigned by Gift Shop Lead, Supervisor or Manager  
/ Approximately 30-40 hours per week  
/ Other duties as assigned*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15.5

**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:** 32

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

**Estimated maximum number of hours per week:** 45

**Potential fluctuation in hours per week:**

*Depending on business needs*

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

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Employee discounts*

## JOB REQUIREMENTS

**English Level required:**



*Upper-Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

## **Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*/ Ability to safely lift and maneuver 50 lbs*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Black pants & shoes. Shirt provided*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Black pants & shoes. Shirt provided Clean appearance*

## CULTURAL OPPORTUNITIES

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

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

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

*We place a lot of emphasis on work life balance and cultural immersion opportunities, List below:*

*Employee Appreciation Party*

*Matanuska Glacier Expedition*

*Alaska State Fair outing + Concert*

*Hiking Trips*

*4th of July BBQ*

*End of Season BBQ*

*National Park Christmas*

*and much more!*

### **Local Cultural Offering:**

*Community events & festivals in Talkeetna*

*Outdoor summer music venues*

*Flight seeing tours of Denali*

*Jetboat tours*

*Guided fishing trips*

## 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:**

Talkeetna offers two types of employee housing: *Dorm-Style Housing: Shared bedrooms with 1-3 others, communal cooking, leisure, and gender-separated shower/restroom facilities, accommodating up to 54 employees in shared spaces. Apartment-Style Housing: Two-bedroom apartments with a kitchen, bathroom, and TV. Bedrooms house 2-4 employees, with communal areas shared by 5-8 employees. Bedding and towels are provided for both housing types. Housing is provided, but placements first come, first served, with no guarantees of being housed with people from the same country or department.*

**Lease Agreement:** Yes

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Wifi available*

*Phone Service: Yes*

*Description:*

*Landline & Cellular, Wifi available. AT&T has been the most reliable cellular provider in the area.*

*Kitchen facilities: Yes*

*Description:*

*All kitchens are equipped with refrigerators, stoves, microwaves, and cooking equipment and utensils.*

*Laundry facilities: Yes*

*Description:*

*Complimentary onsite laundry available*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 6*

*Suggested Occupancy Per Room: 2 - 6*

*Rooming Arrangement Description:*

*Dorm-Style Housing: Shared bedrooms with 1-3 others, communal cooking, leisure, and gender-separated shower/restroom facilities, accommodating up to 54 employees in shared spaces. Apartment-Style Housing: Two-bedroom apartments with a kitchen, bathroom, and TV. Bedrooms house 2-4 employees, with communal areas shared by 6-8 employees. Bedding and towels are provided for both housing types. Housing is provided, but placements first come, first served.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$70*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$100*

*Description:*

*\$100 refundable deposit as long as the housing unit is left in good standing (clean, no damages beyond normal wear/tear). It will be taken out in 4 increments of \$25 over the first 4 paychecks.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*\$100 refundable deposit as long as the housing unit is left in good standing (clean, no damages beyond normal wear/tear). It will be taken out in 4 increments of \$25 over the first 4 paychecks.*

*Details About Deposit Refund:*

*Housing deposit will be refunded 2 weeks (1 pay cycle) after your final paycheck.*

### **Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: 2 minutes from employee housing*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Onsite.*

## **ARRIVAL INFORMATION**

### **Arrival Instructions:**

*We recommend flying in to Ted Stevens International Airport in Anchorage, Alaska. Once you receive your visa, please email your agency to notify them. You are REQUIRED to communicate travel plans with your employer at least 2 weeks prior to arrival. You MUST provide your employer with the following information:*

- *Flight Information*
- *Anchorage Accommodations (booked independently & at your own expense)*
- *Transportation Plan to Anchorage Office for scheduled Arrival Date (booked independently & at your own expense)*

*You will need a FULL DAY in Anchorage for On-Boarding before traveling to Talkeetna. Please note that the Social Security Administration and most banks are closed on Saturdays and Sundays. Please come prepared for travel expenses, as team members are responsible for booking and paying for their accommodations and transportation in Anchorage. While packing, bring the appropriate clothes for your*

uniform. Space is limited in employee housing rooms, so be conscious of what you pack. Transportation options may limit your luggage to only 2 standard suitcases + 1 small carry-on item per person. You may be responsible for handling your own luggage between destinations.

**EXAMPLE ARRIVAL SCHEDULE:**

- *Day 0 / Pre-Arrival (in Anchorage): We encourage you to arrive in Anchorage a day prior to your scheduled Arrival Date, to allow you time to rest from traveling or explore the city prior to traveling to your workplace. Anchorage accommodations and transportation should be booked independently and at your own expense.*
- *Day 1 / Arrival Day (in Anchorage): In the morning, report to work at Pursuit's Anchorage Office, where you will complete required On-Boarding tasks. While in Anchorage, apply for a Social Security Number and set up a bank account. Finish the day with employer-provided transportation from Anchorage to Talkeetna. Along the way, there may be a stop at a store to buy groceries, as there is no employee dining room on-site and team members must provide and cook their own food. Upon arrival to your destination, the Alaska team will explain the Housing Check-In process for you.*
- *Day 2 / Housing Check-In (in Talkeetna): Settle into housing. The Alaska team will explain the upcoming Orientation and your work schedule.*
- *Day 3 through Day 7 / Orientation & Training: Within your first week on property, you can expect to participate in team member Orientation, start training with your manager, and begin your work schedule.*

**Suggested Arrival Airport:**

*Ted Stevens Anchorage International Airport, ANC, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$50 to \$75**

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Alaskan Backpackers Inn  
327 Eagle St  
Anchorage, Alaska 99501  
(907) 277-2770  
\$0 to \$25*

*Base Camp Hostel  
1037 W 26th Ave  
Anchorage, Alaska 99503  
907-274-1252  
\$25 to \$50*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

*Employees must complete a series of onboarding steps prior to arrival, if possible.*

*These will include:*

- *iCims onboarding*
- *ADP payroll onboarding*
- *"What to expect" training outline specific to Talkeetna Alaskan Lodge*

*More information to come from our Alaska team!*

**Social Security Number:**

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

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

*Please apply for your Social Security card immediately upon arrival in Anchorage. Office address: ROOM A11 222 W 8TH AVENUE ANCHORAGE , AK 99513 Be sure to obtain a receipt for your SS application. Please have your SS card mailed to: PO Box 727 Talkeetna AK99676.*

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

**Other:**

*Wage Payment Schedule:*

*Biweekly (every 2 weeks) via direct deposit.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*In our guest-focused hospitality business, you may be asked to "adapt your look" on the job to fit the needs of your work location. Hair has to be neat and clean. Any extreme hair colors or styles may not be appropriate or allowed. Facial hair needs to be clean and trimmed. Visible tattoos, jewelry, piercings and even clothing choices have to be appropriate for the location and the job. Any personal appearance choices that might be viewed as too extreme or offensive may not be allowed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

**PHONES**

*Phones are prohibited for use while you are on the time-clock unless you are doing verified, company business. Please wait until your break or when you are off the clock to check and/or send messages, mail, or post.*

**ATTENDANCE**

*Team Members are expected to be on time for their scheduled work shifts and not late.*

**HARASSMENT/DISCRIMINATION**

*Any form of harassment be it; Racial, color, religious, age, sexual harassment, sexual orientation, or national origin are strictly forbidden and the result of any taking place can lead to immediate termination or disciplinary action. Our professional atmosphere is maintained by the image we present to guests, customers, visitors, vendors and co-workers. Our dress code is designed to promote our brand image, ensure proper safety, and ensure that our personal attire does not offend or distract others. Clothing that is not consistent with our brand or image and therefore not allowed would include, but not limited to: tee-shirts, ripped denim, spandex, yoga pants, sleeveless shirts or dresses, mini-skirts, revealing attire, distressed attire, offensive slogans or language, flip flops or sportswear. At all times, employees are asked to err on the side of modesty and respect for co-workers and our guests. Locations with extreme temperatures or conditions may also have accommodations that allow for the environment, which will be clarified by the local manager. Upon end of season or termination of employment, the uniforms must be returned clean and in good repair, if not otherwise purchased by the employee. In addition, we*

*expect all employees to exhibit proper hygiene. If an employee's hygiene, dress or appearance is unprofessional or is offensive or distracting to others, they will be sent home without pay to remedy the situation or change into appropriate business attire or their required uniform.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Public Library*

***Walking Distance from Housing:***

*Fitness Center*

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

*Food Market, Post Office, Bank, Restaurants*

***Unavailable:***

*Shopping Mall, Internet Cafe*