



Lewis and Clark Motel Bozeman - Housekeeper

HOST INFORMATION

Company Description:

The Lewis & Clark Motel, a family owned business, has provided a unique experience for our overnight guests since 1976. Located in historic downtown Bozeman we consider our hotel a Bozeman tradition. We have a classic boutique style motel with a wonderful environment to work in. We boast a five star relaxation space with pool, hot tub, eucalyptus steam, saunas and fitness ideal for your wellness while you are here. Our location is one of our best features, in the center of the city. Employee housing is available in a house right behind the hotel - no commute to work!

We are a family oriented business and students in the past have really enjoyed working here and interacting closely with coworkers. Students love the tight knit family atmosphere that we have. The jobs we offer will give you life long lessons and learning experiences that will provide wonderful tools as you move through your journey of life.

Bozeman is a cozy town with a population of 50,000. It is a university town with Montana State University centrally located. People who live here love the outdoors, biking, and the beautiful mountains located nearby. We also have America's first National Park very close by. You are going to LOVE the Lewis & Clark Motel and the memories you will make coming to Bozeman, Montana. And, we are going to be very grateful to have the opportunity to work with you as well! Lisa

Host Website: <http://www.lewisandclarkmotels.com>

Site of Activity: Lewis and Clark Motel Bozeman

Parent Account Name: Lewis and Clark Motel Bozeman

Host Address: 824 West Main Street Bozeman , Montana , 59715

Nearest Major City: Bozeman , Montana , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner as well as hotel laundry. Guest rooms may include: bedrooms and toilet/shower area.

Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaning/shampooer.*
- Dusting furniture and equipment/appliances.*
- Emptying wastebaskets and cleaning them inside and out.*
- Cleaning tiled floors with the use of brooms and mops.*
- Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.*
- Replenishing trash bags, soaps, bathroom items, and other supplies.*
- Transporting all trash and waste to disposal areas, as instructed.*
- Removing items from refrigerator and microwave.*
- Cleaning refrigerator, microwave, any additional appliances inside and out.*
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.*

- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe and controlled manner.
- Employees may be asked to move to different locations of job assignments within the property, as needed. Other duties may be assigned.

Typical Schedule:

Will rotate between various shift times throughout the week: 8am-5pm, 9am-6pm, 10am-7pm, etc. Employees should expect the possibility of having different shift times throughout the work week (5 days).

Drug Test required: No

COMPENSATION

Hourly Wage: \$17

Eligible for Tips: Yes

Tip sharing policy in place for guest room tips received.

Estimated weekly wages including tips: \$640

Bonus: Yes

Employees cannot miss any scheduled shifts, must complete agreed upon work dates, and must do well on the weekly management evaluations. Amount of bonus varies based on job performance.

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Job performance, attitude and attendance.

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Access to Pool, Hot Tub, Steam Room, Fitness Area, and Infrared Sauna during employee specified hours.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

-Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs.), lift up to 50 lbs. on a repeated basis.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Other qualifications or conditions

Description:

-All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. -All housekeepers will be required to use chemical-based cleaners. -

Housekeepers are required to work in small spaces such as shower and toilet areas. -Employees must be able to work continuously in an indoor environment. -Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity. -Employees may be moved to other work areas as needed.

Job Training required: Yes

Length of job training:

On the Job Training Provided

Hours per week during training period: 38

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Must provide your own black pants (no jeans) and comfortable, closed-toed walking shoes. Employer will provide uniform shirt/ outer wear.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Employees will wear clean uniform shirt/ outer wear with name tag (both provided by employer) and clean black pants (no denim) with black closed-toed shoes provided by employee. Employees must be well groomed and have good personal hygiene. Employees must bathe daily and wear deodorant. Hair must be well-kept, pulled up if long, and no hats allowed during work shifts. No visible tattoos or facial piercings.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Shopping Trips, Sporting Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners

Additional Details about Cultural Offerings:

We organize weekly trips to the grocery store or other shopping centers. Montana State University offers opportunity to experience American sports. We are close (walking or biking distance) to many of the main Summer city events. We provide an opportunity for you to experience Yellowstone Park.

Local Cultural Offering:

Our city hosts the Sweet Pea festival, which is a local art festival that is popular among locals. Our city also offers many summer festivals, concerts, rodeos, 4th of July celebrations, baseball games, and outdoor activities, such as hiking, rafting, and visiting Yellowstone National Park.

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 - We provide housing in a large house with 5 bedrooms, 2 students per room. Shared bathrooms (2 bathrooms in the house), Communal living areas (main living area, kitchen, dining room, and laundry room with washer and dryer on site). Outside seating area (patio), and front porch with yard. Everything is included in the rent: all utilities (electricity, water, etc.), internet throughout the house, television service and a TV is provided in main living area. The house is fully furnished which includes full sized beds in each room, and a desk with lamp. Internet service throughout the house is a mandatory separate one time utility fee of \$60. Weekly rent cost of \$100/week includes all the listed amenities PLUS use of the Motel's Pool and Spa area with hot tub, steam room, fitness and wellness area, and sauna during staff use hours. House is equipped with all necessary items for comfortable living. Past residents of the house have enjoyed the proximity to the workplace, utilizing common areas to get to know their co-workers, and being able to walk or bike (we provide access to bike during your stay) to nearby city attractions, functions, and businesses! The house is right next door to the Motel, so the morning commute is easy! Location of the house is also ideal for walking to the downtown city center, to grocery stores, banks, and other necessary and recreational businesses! Although you will be working directly with Americans at the Lewis & Clark Motel, you will not be sharing housing with Americans. We rent this dormitory house to J-1 visa students only, all students from abroad. The job comes with the housing which we rent at \$100/week, your acceptance of the job equates acceptance of the provided housing and the costs affiliated such as utilities, internet fee, etc. This will be further outlined in your housing contract. Rooms are assigned by management and are not subject to debate. Roommates are decided based on student requests and/or management decision. We try and accommodate your preference first, and if that is not possible, the decision rests with the Landlord. Any additional requests or special accommodations that you may require can be brought to the attention of management at any time. 807 West Babcock Street, Bozeman, Montana, 59715 You will also have access to the hotel pool, hot tub, and gym facilities.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wireless Password Protected Internet. There is a \$60 dollars mandatory one time internet fee for each student. You must pay this within the first two weeks of work. This service is not optional.

Phone Service: Yes

Description:

Dormitory House has a shared landline phone available

Kitchen facilities: Yes

Description:

Dormitory House has a large onsite kitchen facility with shared appliances: refrigerator, microwave, coffee maker, stove/oven, dishwasher, & various small appliances such as blender, toaster, etc.

Laundry facilities: Yes

Description:

Clothes washer and dryer onsite: use is free of charge, purchase your own soap supplies

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Please email before arrival with any requests you may have and we will do our best to accommodate your requests. These requests are not guaranteed and the final decision rests with management. The dormitory house is co-ed friendly. Each student will have their own private room. That being said, the two bathrooms in the dormitory are co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: No

Description:

Rent for first month is due after receipt of first paycheck. You will be informed of how & when to pay rent on check-in and signing of your Lease Agreement. One time mandatory \$60 charge for internet

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

With first rent payment

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

A portion of your \$150 initial deposit is refunded, provided in the event that you have left the facilities clean and undamaged. \$50 will be non-refundable regardless.

Details About Deposit Refund:

Cash at final walk-through for check-out and departure

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Short walk, housing is situated across the alleyway from Motel

ARRIVAL INFORMATION

Arrival Instructions:

The closest airport to us is the Bozeman Yellowstone International Airport (BZN). When you arrive, we will be happy to provide initial transportation into town. We can pick you up from the airport in our Hotel Shuttle and bring you to Bozeman. To arrange for pick-up at the airport, please email in advance your arrival details: flight time, and the airline you are coming in on, and any other information necessary. If you have flight changes or delays, let us know as soon as possible! We will want to know where you are and that you are safe! Email is a very fast way for us to communicate as our desk is staffed 24 hours a day. Our email is info@lewisandclarkmotelbozeman.com When you arrive at the airport, call our front desk to confirm your shuttle (406)586-3341. Especially if you arrive late in the evening, we will want to be sure you have arrived before we send a driver to come pick you up! Pickup in our shuttle is free of charge.

Another option for a ride into Bozeman would be the local taxi service, which charges a fee: Greater Valley Taxi - (406)587-6303 OR (406)388-9999.

Suggested Arrival Airport:

Bozeman Yellowstone International Airport, BZN, Less than 10 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Comfort Inn Bozeman

1370 N 7th Ave

Bozeman , Montana 59715

<https://www.choicehotels.com/montana/bozeman/comfort-inn-hotels/mt029?gclid=cc7fc1c9058d13a6666fa69153909029>

(406) 220-5099

\$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:

Bozeman Social Security Office: 3205 N 27th Avenue Bozeman, MT - 59718 Web address: <http://www.ssa.gov/> Top Tips For Visiting This Office: 1. Make An Appointment 2. How to make an appointment - Call 877-405-5473 between 7 a.m. to 7 p.m., Monday through Friday. Set up your appointment. 3. Bring Necessary Documentation - When you are on the phone with the representative, make sure you ask them what forms you will need to bring to your appointment. This will prevent you from having to come back again if you forget your documentation. 4. Bring A List Of Questions You Need Answered - This will make it easier for you to deal with a time constrained social security representative. Make sure all of your questions get answered. 5. Arrive Early - If you cannot make an appointment, the best way to be seen is to arrive at the office early. Arrive just before 9am.

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

Other:

Wage Payment Schedule:

Bi-Weekly (every two weeks) Paycheck. We do not offer direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees must be well-groomed and have good personal hygiene. Employees must bathe daily and use deodorant. Hair must be well-kept, pulled up if long, and no hats allowed during work shifts. NO visible tattoos or facial piercings. Uniform required and must be kept clean.

Second Job Availability: Yes, likely

Applicable Company Policies:

If you are planning to get a 2nd job, we strictly enforce and support CIEE policy in place to allow students to work only until 11PM. If there is a failure to abide by this rule and you decide to work a schedule past 11PM or if you decide to work graveyard hours at a 2nd job this could result in termination of your employment and or bonus from Lewis & Clark Motel.

Smoking Policy: No Smoking inside the dormitory house. A fine of \$250 will be charged to anyone who smokes indoors. If you are a smoker, please do so outside of the building and at least 25 feet from any building, per the law – the Montana Clean Air Act. Dispose of cigarette butts properly to avoid extra charges, but also to keep Montana clean and green! No smoking while you are on the clock.

Dormitory House Guest Policy: No Overnight Guests. No sub-leasing. You may have guests over for shorter visits during the day. Your guests are subject to house rules. Failure to obtain permission for overnight guests may result in termination of employment.

Dormitory House Pet Policy: No Pets or animals of any kind inside the house. A fine of \$250 will be charged to anyone who brings an animal indoors.

Dormitory House Quiet Hours are from 11pm-7am. Please be respectful of roommates, housemates, and neighbors by remaining quiet during these hours. This pertains to both inside and outside areas of the house!

Dormitory House Safety & Security Policy: Exterior doors should remain locked. It is strongly suggested you keep your individual room locked as well. This is for your own security. The Lewis & Clark Motel is not responsible for lost or stolen personal items. You will be held accountable if damages or theft occur due to exterior doors being left unlocked. No Firearms or Illegal Substances. In accordance with United States and Montana State Law, persons under the age of 21 may not use alcohol.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall