



The Broadmoor Hotel - Steward

HOST INFORMATION

Company Description:

Come work at **The Broadmoor** this summer and participate in staff **parties, activities and trips!** The Broadmoor, located at the foothills of the **Rocky Mountains** in Colorado Springs, is the longest consecutive winner of the **Forbes Five-Star and AAA Five-Diamond** awards for excellence in service and facilities. Opened in 1918, The Broadmoor covers 5,000 acres with 784 hotel rooms and suites surrounding Cheyenne Lake.

The resort offers include 54 holes of championship golf, a Forbes Five-Star spa, year round tennis, and unique fishing opportunities. Twenty distinct dining offerings, including the coveted Forbes Five-Star, AAA Five-Diamond restaurant, Penrose Room, 26 specialty boutiques, and a fitness facility, which includes indoor and outdoor pools, complete the lavish resort experience.

To complete the authentic Colorado experience, The Broadmoor has three unique properties within minutes of the resort grounds; Cloud Camp, a mountain retreat with 22 accommodations in the main lodge and luxurious mountain cabins; The Ranch at Emerald Valley is situated in a lush valley and features horseback riding, fishing, hiking and archery; The Fly Fishing Camp along the Tarryall River is the epitome of fishing luxury, seven cabins and a main lodge round out a one of a kind experience.

The Broadmoor is known for the service and dedication of its employees. This is reinforced by its '16 Standards of Service' which promotes exceptional experiences for its guests.

Host Website: <https://www.broadmoor.com/>

Site of Activity: The Broadmoor Hotel

Parent Account Name: The Broadmoor Hotel - Sea Island Company

Host Address: 1 Lake Avenue Colorado Springs , Colorado , 80906

Nearest Major City: Colorado Springs, CO , Colorado , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- Scrape food from dirty dishes and wash them by hand or place them in racks or on conveyor to dishwashing machine
- Wash pots, pans, and trays
- Sweep and mop kitchen floors
- Wash worktables, walls, refrigerators, and meat blocks
- Segregate and remove trash and garbage and place it in designated containers
- Steam cleans or hose out garbage cans
- Polish silver using burnishing machine tumbler, chemical dip, buffing wheel, and hand cloth
- Transfer supplies and equipment between storage and work areas
- Load or unload trucks picking up or delivering supplies and food
- Assist chefs with dish-up meals as needed
- Make coffee as needed
- Assist with china, glass and silver service inventory
- Work in other Broadmoor outlets with same essential functions as needed

Typical Schedule:

Expect to work any shift, Sunday through Saturday.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16.07

Eligible for Tips: No

Estimated weekly wages including tips: \$642.8

Bonus: No

* 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:

Business needs and schedules are evaluated on a week by week basis by using forecasted occupancy levels.

Average number of hours per week reached by last year's seasonal employees: 50

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: Yes

Some kitchen/restaurant experience is preferred. May have experience in other restaurant positions other than server.

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 25 pounds. The employee is occasionally required to lift up to 50 pounds. The employee is occasionally required to push and/or pull 100+ pounds and lift up to 100 pounds with assistance.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

• All uniformed employees must wear required uniform provided by the Hotel. • Pantyhose must be worn at all times with skirts, dresses, or dress slacks. Hosiery or dress socks may be worn with slacks or pants. • Pants must be worn at or above the waistline and belts must be worn if pants have a belt loop. The belt must be a standard, professional belt (black or brown only) that matches the uniform and are approved by management. No large or noticeable belt buckles.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Major City, Sporting Events, Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Cultural Cafe Days

Additional Details about Cultural Offerings:

The Broadmoor offers many different opportunities for employees to get a taste of what makes Colorado...Colorado! Employees can enjoy outings to the state's capital, Denver, CO. In Denver, many opportunities such a professional sporting events or shopping can make any employee love the city.

Local Cultural Offering:

Broadmoor employees can find discounts throughout the local area to include everything from their cell phone to a fitness gym.

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:

Bijou West: 314 W Bijou St, Colorado Springs, CO 80905. Starting with your first paycheck, The Broadmoor will collect rent in the amount of \$220 per pay period through payroll deduction. Rent will be prorated. You will be charged only for the nights you are checked in. We provide a shuttle for work, which leaves every hour.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

WiFi support is available 24/7 by Blueport

Phone Service: Yes

Description:

There are many local cellular providers where employees may purchase a cellular device to call.

Kitchen facilities: Yes

Description:

Each rooming accommodation includes a microwave, refrigerator, linens, towels, and initial supplies to make you comfortable upon arrival. A shared kitchen is available.

Laundry facilities: Yes

Description:

A shared laundry facility is located on the first floor. Washing and drying services are at \$1.75 per load. Signs are posted for instructions and support.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Apartments are not co-ed. Room requests can be made when an offer is accepted; however, they are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$112.5

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bike lanes are provided on the street between the apartments and the hotel.

Employer-Provided Transportation

Estimated commute time: 15 to 30 minutes

Employer-Provided Transportation is free of charge

Description: Shuttle every hour

Local Bus, Subway or Train

Estimated commute time: 15 to 30 minutes

Estimated cost: \$3.5

Total: No Per Day: Yes

Description: M-F 5:30 AM - 9:45 PM. Saturday 6:30 AM - 7:00 PM. Sunday 7:30 AM - 6:00 PM. The bus stop is located one mile away from the housing

ARRIVAL INFORMATION

Arrival Instructions:

We strongly recommend that you plan to fly directly into the Colorado Springs Airport when you are making your travel arrangements. Upon arrival, you can take a taxi or a Gray Line shuttle to The BROADMOOR. If you intend to use Gray Line's shuttle, you must make a reservation by email at grayline@coloradograyline.com or by calling 001-800-345-8197 (free of charge).

If you choose to fly into the Denver International Airport, you will need to secure your transportation to The BROADMOOR, which is about 75 miles away. Transportation from Denver to Colorado Springs can be very costly (especially if you take a taxi)! One form of transportation that is less costly from Denver to the Colorado Springs Airport is via public shuttle. You can visit their websites at www.coloradoshuttle.com or www.frontrangeshuttle.com for more information and to make reservations.

Participants must begin work on one of the following orientation dates:

Monday June 15

Monday June 29

Monday July 6

Participants must arrive four days prior to their start date between 9 am - 4:30 pm MST. Upon arriving at the hotel you will check in at the Loss Prevention office. We will have a housing packet waiting for you, including information about housing, a key for your apartment, and some general information about the area.

Participants should also plan to visit the HR office on the Friday before their orientation (start date) to complete paper work.

Transportation will be provided by the hotel to the Social Security Office after new hire orientation.

Colorado Springs has a city-wide bus system that does service the hotel area. Bus passes and bicycles are fairly inexpensive forms of travel. If you decide to buy a car, you must provide car insurance and register your vehicle in the State of Colorado. We recommend getting an international driver's license before arrival.

Please contact **Alejandro agavino-ambriz@broadmoor.com**

Suggested Arrival Airport:

Colorado Springs Airport, COS, Less than 25 miles

Denver International Airport, DIA, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn and Suites

4790 Eagleridge Cir

Pueblo, Colorado 81008

[https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?](https://hamptoninn3.hilton.com/en/hotels/colorado/hampton-inn-and-suites-pueblo-north-PUBELHX/index.html?SEO_id=GMB-HP-PUBELHX)

SEO_id=GMB-HP-PUBELHX

+1-719-543-6500

\$100 to \$150

Hyatt House Denver

18741 E 71st Ave

Denver, Colorado 80249

https://www.hyatt.com/en-US/hotel/colorado/hyatt-house-denver-airport/denxa?src=corp_lclb_gmb_seo_nam_denxa

+1 303 628 7777

\$100 to \$150

Radisson

1645 N Newport Rd

Colorado Springs , Colorado 80961

https://www.radisson.com/colorado-springs-hotel-co-80916/colospri?s_cid=os.amer-us-rad-COLOSPRI-gmb

+1 (719) 597-7000

\$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:

Participants will be assisted through the Social Security number application process. They will receive assistance filling out the application and be taken to the Social Security Office on a scheduled basis.

Nearest SSA Office: Colorado Springs , Colorado , Less than 25 miles

Other:

Wage Payment Schedule:

Bi-weekly paychecks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No visible tattoos or facial piercings, no facial hair Men must have short hair, hair must be conservative in style with no extreme colors or styles

Second Job Availability: No, unlikely

Applicable Company Policies:

Tobacco Free PolicyThe Broadmoor is a smoke-free and tobacco-free employer. Employees and students who wish to smoke or use tobacco must do so during their 30 minute unpaid meal breaks and must leave Broadmoor property. Employees and students may not leave property during their paid breaks and therefore cannot smoke or use tobacco during those times. This includes all areas of The Broadmoor Hotel and any other property owned by The Broadmoor such as The Ranch at Emerald Valley and Cloud Camp. This pertains to ALL employees and students. Guests are permitted to smoke in designated areas on The Broadmoor property.

Use of Hotel telephones for personal or long distance phone calls is not permitted unless permission is expressly granted by your Department Manager. Violation of this policy will subject an employee to disciplinary action up to and including termination. Use of personal cell phones during your shift is not permitted. Cell phone usage should be limited to designated break areas only. Personal cell phones should be turned off while working. Cell phones can be used during breaks in designated break areas. Personal cell phones should never be used in view of a guest, including areas between employee parking and entrances.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

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