



## CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

### Job Description

#### EMPLOYER INFORMATION

**Employer Name:** Alyeska Resort  
**Type of Business:** Hotel & Resort  
**Job location:** 1000 Arlberg Avenue  
**Location type:** Small town community  
**City:** Girdwood  
**State:** AK  
**Zip:** 99587  
**Website:** [www.alyeskaresort.com](http://www.alyeskaresort.com)

#### Why choose us?

Alyeska Resort is Alaska's premier year-round destination featuring the 304-room Hotel Alyeska. Located 40 miles from Anchorage.

#### Cultural exchange activities

Students can explore nearby or visit local landmarks easily. Students can tour an actual glacier, ride the Alaska railroad or try dog sledding. If you want to see wildlife up close, check out the 140-acre Alaska Wildlife Conservation Center just 11 miles past the Girdwood turnoff.

#### Position

**Job title:** Housekeeping - early arrivals  
**Job prerequisites:** Upper Intermediate English. Needs the BEST, Brightest, outgoing friendly students for VIP employer.  
**Job description:** Duties will include, but not limited to: cleaning rooms and common areas, including bathrooms, toilets and showers, changing linens, laundry, dusting, vacuuming and emptying trash, etc. Very physically demanding. Be prepared to stand, bend, and push a 50 lb/23 kg cart all day. Requires attention to detail, punctuality, and a great service attitude & team spirit. Please do not apply if you are sensitive to any kind of chemicals or lotions or have physical limitations that would keep you from doing your job. Other tasks to be assigned by supervisor. You may be cross-trained to assist in another department as well. Please see attachment for more information. Must be dependable, hard working, friendly and be a very trustworthy and honest individual. This is an extremely small, rural community. The nearest city is an hour bus ride away. You may not get the same days off as your friends. The work schedule can change.

**English level required:** Upper Intermediate  
**Hourly wage (before taxes):** 11.00  
**Wage comments:**  
**Position ID:** 8668

#### Position Information

**Tips:** no  
**Bonus:** No  
**Bonus comments:**  
**Estimated hours per day:** 6-8  
**Number of days per week:** 4-5  
**Overtime:** No



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#### Overtime details:

Earliest start date: 5/1/2018  
Latest start date: 5/25/2018  
Earliest end date: 8/31/2018  
Latest end date: 9/9/2018

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

#### Meals details:

Is a drug test required? No

#### Drug test comments:

Is employer interview required? No

#### Employer interview details:

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto:chiwt@chinet.org) or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: This job must be your first priority. If you are interested in a 2nd job, please contact your CHI Program Coordinator.

When will work begin? Within a day or two of arrival.

Arrival Instructions: Please contact your Program Coordinator about when is the best time to arrive at Alyeska.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0

Is uniform refundable? No

Uniform provided details: Your employer will provide shirts and pants.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: You must bring nice looking, comfortable, work shoes (like athletic or work shoes).

Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Important points of job: Housekeeping is very physically demanding. Must have the physical stamina for this job.

#### Additional position information:

### Housing Information

Housing name: Alyeska Resort

Housing address: 1000 Arlberg Ave



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### Job Description

**City:** Girdwood

**Phone:**

**Fax:**

**Contact:** Amy Johnson

**Email:** ajohnson@alyeskaresort.com

**Website:**

**Housing assisted by:** Employer

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Must sign housing document upon arrival. There are 2 locations for housing. Some students will be Anchorage and some on-site. The employer provides transportation to and from work for those at housing in Anchorage.

**Type of housing:** Apartment

**Number of people to a room:** 2

**Bedrooms:** 2-4

**Bath:** 1-2

**Cost Type:** Month

**Cost Amount:** \$500.00

**Cost Details:** \$500 per month per student

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** 250.00

**Housing deposit due date:** On arrival

**Instructions for deposit payment:** Must have deposit ready to pay on the day you arrive.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** There must be no damage, and unit must be properly cleaned upon departure.

**Utilities included:** Yes

**If so, utilities details:** Electricity, water, garbage, internet, phone and TV

**Utilities estimated cost per month:** 0

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Employer Provides

**Transportation details:** There are two housing options. One is on-site and the other is in Anchorage at 10040 William James Circle, Units 1 and 4. If students live at the on-site housing, they will be able to walk to work. If they live at the Anchorage housing, they will be provided with transportation via the company shuttle.

**Additional housing features:** Fully stocked kitchen and bathroom, linens, internet, furnished living room and bedrooms.

**Comments:** You must arrive in the morning in order to take a shuttle from Anchorage to Girdwood. If you will be arriving in the afternoon or evening, your employer can provide you with a list of hostels to stay in overnight. You must then take the shuttle out of Anchorage the next morning.



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#### Location Area Information

**Location type:** Small town community

**Location of work site best described as:** Busy hotel/resort located in Girdwood.

**Location details:** Originally called "Glacier City" for the icy behemoths that rim the surrounding mountains, it's no surprise that touring a glacier is so easily accessible. You can go on a guided hike over Alaska's glaciers and mountain ridges. If you want to strike it rich, you can go on a gold panning tour. Flightsee over glaciers and take in the amazing Prince William Sound. Enjoy the views from a raft, or take the wheel with a Jeep or ATV. And if you're in the mood to mush, you can go dog sledding across a glacier. If you want to see wildlife up close, check out the 140-acre Alaska Wildlife Conservation Center. Girdwood has a number of fairs and festivals that draw in large crowds throughout the year. And if you're planning to explore the area on your own, be sure to check out Girdwood's top trails. Population: 1,975

**Average daily temperature:** Summer: High 72F (22C); Low 45F (7C)

**Community or regional website:** [www.alyeskaresort.com](http://www.alyeskaresort.com), [www.girdwoodchamber.com](http://www.girdwoodchamber.com); [www.alaska.org/destination/girdwood](http://www.alaska.org/destination/girdwood)

**Nearest cities:** Anchorage, AK/300,950

**Distance to nearest cities:** 40 miles (64K)

**What to wear:** Summer: Light and warm clothing, shorts, t-shirts, jacket

**Available public transportation:** [www.glaciervalleytransit.com](http://www.glaciervalleytransit.com)

**Public transportation access:** Around town

#### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** No

**Post office:** Yes

**Movie theater:** No

**Restaurants:** Yes

**Fitness center:** No

**Laundry:** No

**Internet café:** No

**Public library:** No



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#### Suggested Travel Information

- Nearest international airport:** Ted Stevens Anchorage International Airport (ANC)
- Nearest airport:** Ted Stevens Anchorage International Airport (ANC)
- Transportation from airport to employer and / or housing:** Shuttle
- Nearest bus station (to the airport):** 1130 W International Airport Rd
- Bus information (web site):** [www.sewardbuslines.net](http://www.sewardbuslines.net)
- Nearest train information (to the airport):** N/A
- Train information (web site):** N/A
- If participant arrives after hours suggested, overnight accomodation:** Employer will provide list of hostels to stay in
- Cost per night:** About \$150
- Transportation to overnight accomodation:** Shuttle or taxi
- Transportations cost:** About \$50
- Travel Instructions:** Seward Bus Lines leaves Anchorage at 9:30am and 2:00 pm to Girdwood. ([www.sewardbuslines.net](http://www.sewardbuslines.net)). Cost is about \$40.00. If you need to spend the night in Anchorage, your employer can provide you with a list of hostels as options for overnight stay in Anchorage.

#### Social Security Information

- Does the company require students to have Social Security number before arriving to the work place?** No
- Does the company provide Social Security application assistance?** Yes
- If so, details:** Employer will provide transportation to the Social Security office in Anchorage.
- Where is the closest Social Security office?** 222 W 8TH AVE, ANCHORAGE, AK 99513
- How far is the Social Security office from the work place?** 40 miles (64K)
- Specific instructions:** Upon arrival in America, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating and check your status is set to "S" on your profile. THEN you can apply for your card at Social Security Office located at: ROOM A11, 222 W 8TH AVE, ANCHORAGE, AK 99513 Hours: Mon-Tues 9am-4pm; Wed 9am-12pm; Thurs-Fri 9am-4pm. Remember to get a receipt - it is the only proof that you have applied!



### Position Description

**Job Title:** Room Attendant

**Department:** Housekeeping

**FLSA Status:** Non-Exempt

**Reports to:** Exec. Asst. Housekeeper

**Position summary:** This position is primarily responsible for the cleanliness and overall appearance of guest rooms.

**Role qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Prior hotel housekeeping experience strongly preferred. Strong attention to detail and organizational skills.

#### Position responsibilities:

- Follow all house rules, housekeeping procedures, security procedures, safety guidelines, and grooming standards
- Must be able to clean all 14 assigned hotel rooms to Alyeska Resort standards.
- Replace all linen and replenishes all bathroom supplies and room amenities.
- Clean and dust all glass and wood surfaces
- Clean bathroom fixtures, toilets, bathtubs, showers, and tile
- Wash floors, vacuum, check under beds, in refrigerators and remove trash
- Keep attendant's cart work area and equipment clean, orderly, and in good working condition.
- Ensure hallways are clean, trays and roll-aways are in linen closets and dirty linens are taken down laundry chute
- Immediately turns in all Lost-and-Found items to Security Dept. Reports any safety or security concerns to management
- Updates room assignment sheet, noting completed rooms, all DNDs and refusals (no service) on their worksheet.
- Knowledge of chemical cleaning agents, stain removal, and operation of various types of cleaning equipment, such as vacuums and shampooers. Experience using chemical cleaning agents effectively and safely
- Notify housekeeping management of any problems with the condition of furniture and fixtures, no matter how small
- Able to complete the assigned number of rooms on a daily basis to Alyeska Resort standards.
- Maintain a professional manner, courteous and friendly with everyone.
- Other duties as assigned

#### Essential skills and experience:

- Must present a positive, friendly attitude toward guests and other co-workers
- Knowledge of chemical cleaning agents, stain removal, and operation of various types of cleaning equipment, such as shampooers
- Experience using chemical cleaning agents effectively and safely
- Basic ability to comprehend English, to be able to communicate and read labels for product safety and emergency instructions

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must constantly lift and/or move 10 – 20 pounds, frequently move 20 – 50 pounds and occasionally push/pull and/or move 50 - 100 pounds

**Work Environment:** While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**General sign-off**

I have read and understand this explanation and job description

Signature\_\_\_\_\_ Date:\_\_\_\_\_