



## Timberlock - General Staff

### HOST INFORMATION

***Company Description:***

*One of the oldest guest resorts in the Adirondacks of northern New York state. It is a remote property, located on the shore of Indian Lake, a 12 mile wilderness gem surrounded by protected state land. We host 65 guests each week who stay in individual cabins without electricity, accessed by foot paths and offer three meals a day on an open air dining porch and a host of outdoor activities. Staff are an integral part of the success of the operation, living on site and involved with everything from greeting incoming guests, serving meals, property maintenance, cabin cleaning, trip leading, and teaching outdoor skills.*

***Employee Perks:***

- *We provide three meals a day from our commercial kitchen*
- *Affordable Housing*
- *Groups outings including: boat cruises on the lake, hiking trips, museum tours, etc.*

***Host Website:*** <http://www.timberlock.com>

***Site of Activity:*** Timberlock

***Parent Account Name:*** Timberlock

***Host Address:*** 160 Farrington Way Indian Lake , New York , 12842

***Nearest Major City:*** Glens Falls , New York , Over 50 miles away

### PLACEMENT INFORMATION

***Job Description:***

*At various times staff may be expected to greet guests, handle luggage, serve meals, clean facilities or do light maintenance. All jobs will have training. Property is remote, but beautiful!*

***Typical Schedule:***

*Five and a half days a week. Day typically starts 7 am and goes to 8 pm with break after breakfast and after lunch.*

***Drug Test required:*** No

## COMPENSATION

**Hourly Wage:** \$15.5

**Eligible for Tips:** Yes

*Tips are possible, but not guaranteed*

**Estimated weekly wages including tips:** \$620

**Bonus:** Yes

*End of season bonus if staying till end of guest season.*

*\* 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:** 45

**Potential fluctuation in hours per week:**

*Hours may fluctuate based on occupancy.*

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

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*3 free meals a day. A variety a staff outings and activities.*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Students will assist with guests' luggage, cleaning and taking out trash. Some pushing and pulling may also be required throughout cleaning and maintenance assignments.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

**Job Training required:** *Yes*

*Length of job training:*

*Ongoing training.*

*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:** *No*

**Dress Code:** *Yes*

*Description:*

*Clean T shirt or collar shirt, pants, leggings or shorts without rips or tears. Shoes that stay on your feet. Earrings, small piercings ok but please no lips or tongues. Dinners wait staff wear shirt provided by Timberlock. Saturday night (arrival night for guests), staff dress up in nicer pants, shirts, dress or skirt.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Trips to Nearby/Major Attractions, Shopping Trips, Potlucks or Dinners, Movie or Game Nights, Holiday Events, Company Parties*

**Additional Details about Cultural Offerings:**

*Besides daily interactions with guests, there are weekly entertainers at the resort including musicians, storytellers, magicians and occasional films. We also take groups of staff out on boat cruises on the lake, hiking trips, museum tours, etc.*

**Local Cultural Offering:**

*It's a pretty remote area, but there are a number of local craft fairs and music festivals. There are hundreds of hiking trails throughout Adirondack Park. In addition, there are a number of excellent museums, tours and local attractions.*

## 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:**

Housing is in a simple cabin with no electricity. Typically there are two people in one room with a shared bathroom with hot and cold running water, toilet and shower. It is within a short walking distance from the main complex

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

There is wifi access at the main camp complex.

Phone Service: Yes

Description:

There is a land line phone available at the main complex. Calls within the US are free. International calls must use a calling card or credit card.

Kitchen facilities: No

Description:

We provide three meals a day from our commercial kitchen. The kitchen is not available for personal use. Snacks can be kept in staff room.

Laundry facilities: No

Description:

We have a laundry service that picks up and drops off a couple times a week or employees often go into town during free time to do laundry.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Typically same sex housing, two to a room with shared bathroom.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: short walk from cabin to main complex*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*There are two options for your travel to Timberlock, Indian Lake, NY:*

*1) Fly into John F Kennedy airport (JFK) in New York City which offers more flight options and is typically more affordable for students. From there take a cab or Uber to Penn Station and take Amtrak train to Saratoga Springs, NY (about 3.5 hours/\$60.00) where Timberlock staff would pick up. There are limited trains each day so depending on flight arrival, it may be necessary to spend a night in NYC.*

*2) From JFK take another short flight to Albany International Airport (ALB) where Timberlock staff would pick you up. Students MUST email their arrival information at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.*

### **Suggested Arrival Airport:**

*John F Kennedy, JFK, Over 50 miles*

*Albany International, ALB, Over 50 miles*

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

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

*Holiday Inn Express*

*232 W 29th*

*New York, New York 10001*

*212-695-7200*

*\$150 to \$200*

## 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:*

*We will help to make appointment, get forms and provide transportation to social security office.*

*Nearest SSA Office: Gloversville, New York, Less than 50 miles*

**Other:**

*Wage Payment Schedule:*

*Employees get a weekly paycheck through a payroll service. Can be check or direct deposit to account with local bank. Money can be wired from local bank. No option to direct deposit to international account.*

*Meal Plan: Mandatory*

*Estimated Cost Per Day: \$0*

*Meal Plan Description:*

*We serve three meals a day to guests and staff. Excellent food with accommodations for special diets.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Employees will be interacting and serving meals to guests so we expect clean clothing and footwear when on duty. Hair combed and tied back if serving, facial hair neat, tattoos and piercings ok if modest. Staff shirts are provided for serving dinner.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

*The Catlin family have owned and operated the resort for the past 50 plus years and have employed many staff that have become close personal friends. We provide a safe, healthy environment and encourage our staff to work hard, pay attention to detail and speak up if they have a problem. Our structures are all wooden and fire is a concern. No smoking in buildings, only outside. There is no electricity or wifi in any of the outlying cabins, only in the main camp area. There is a room in the main complex for staff to hang out and keep personal items.*

## COMMUNITY AMENITIES

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

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

***Unavailable:***

*Fitness Center*