



WORK & TRAVEL USA

Glacier International Lodge - Front Desk Associate

HOST INFORMATION

Company Description:

We are located just 30 minutes from Glacier National Park in Kalispell, the center of the beautiful Flathead Valley. You can expect exposure to the best parts of the American west – the mountains, lakes, rivers, people, and the wonderful hospitality of Montana! The Glacier International Lodge is a new hotel in Kalispell where you will be able to take in all the action that a National Park can provide while living amongst fabulous sunsets, participating in winter activities and join an amazing team!

Perks and Benefits:

- *Close to beautiful Glacier National Park!*
- *Host provided winter activities like skiing, snowmobiling, hiking and more!*
- *Only 20 minutes away from Whitefish Ski Resort!*
- *We are nestled in the middle of an outdoor enthusiasts dream!*

Host Website: <https://glacierinternationallodge.com/>

Site of Activity: Glacier International Lodge

Parent Account Name: Glacier International Lodge

Host Address: 4150 U.S. Route 2 Kalispell , Montana , 59901

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

PLACEMENT INFORMATION

Job Description:

*Greets, registers and assigns rooms to guests.
Issues room keys or cards.
Answers incoming telephone calls.
Schedules, cancels and confirms reservations.
Transmits and/or receives messages.
Keeps records of occupied and vacant rooms and guests' accounts.
Processes payments.*

*Confers with staff members to assist guests as needed.
Answers inquiries pertaining to hotel services and area attractions.
Handles guest complaints or concerns.*

Typical Schedule:

Front Desk Associates can be asked to work Sunday through Saturday. Shifts range from 5am until 1pm, 11am to 7pm, 8am to 4pm or 1-9pm.

Seasonal changes to job duties or available hours: Yes

Winter season business levels fluctuate sometimes depending on occupancy levels and holidays. Shifts may be shortened due to slower business levels.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16.5

Eligible for Tips: Yes

Sometimes guests tip agents for above exceptional service.

Estimated weekly wages including tips: \$660

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 30

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Hours depend on business levels.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Complementary breakfasts for all employees prior to their shifts. Business buys lunches for everyone couple times a month.

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Light lifting required, mostly guest luggage and packages that arrive daily.

Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: Yes

Uniform Policy:

Company will provide a shirt. Black pants and black shoes are required and are not provided.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform shirt is provided, black pants, and black shoes are required and are participants responsibility.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Company Parties, Potlucks or Dinners, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

We provide weekly trips to shopping centers and there are several stores and restaurants within walking or biking distance. We provide transportation to area activities such skiing, snowmobiling, hiking etc. We are located minutes away from Glacier National Park and Whitefish Mountain Ski Resort!

Local Cultural Offering:

Local parades and events

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:

You will share a home with about 9 total occupants of both genders. Maximum occupants of any one room will be 3 of the same gender. WIFI is provided and a television is available. There is a full kitchen including cooking utensils and dishes. Bathrooms are shared. Housing is located in Kalispell, Montana or Evergreen, Montana. All students will be picked up at about 7:30 each morning and dropped off again at about 5 PM. Schedules may vary and transportation will be provided. All employees are welcome to have breakfast at the hotel prior to their shift complimentary.

Lease Agreement: *No*

Onsite Amenities:

WiFi: Yes

Description:

WIFI

Phone Service: Yes

Description:

Land Line, Cell service is available for personal cells.

Kitchen facilities: Yes

Description:

Full kitchen with dishes and cooking utensils

Laundry facilities: Yes

Description:

Washer/dryer is provided

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Housing is co-ed, with single sex rooming arrangements. Bathrooms are co-ed. We will always try to accommodate same-sex roommate requests, but it may not always be possible.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: Van trip each day at the beginning and the end of the work day

ARRIVAL INFORMATION

Arrival Instructions:

Lucky Students will fly in to Glacier Park International Airport in Kalispell, MT 59901. We will pick you up and take you to your housing unit. Please let us know your flight information as soon as you have it. So that we may make sure everything is all set for your arrival! The distance to the housing unit is 5 miles. Please feel free to contact me at 406-751-9000 or h.dumay@thegilmt.com.

Suggested Arrival Airport:

Missoula Montana Airport, MSO, Over 50 miles

Glacier Park International Airport, FCA, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Glacier International Lodge

4150 US Highway 2E

Kalispell, Montana 59901

<https://glacierinternationallodge.com/>

406-751-9000

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Once Hired, you will receive a welcome email with all the information you need about housing and the location. We request that you send in your flight information, uniform shirt size and preferred name for your name tag prior to arrival. Once you arrive, we will have you complete onboarding paperwork onsite.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

You will be driven to the Social Security office by staff of the company in a company vehicle.

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

Other:

Wage Payment Schedule:

Every other Friday by direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No visible tattoos, no facial piercings except for ears, regular hygiene and tidy, natural hair are required. Black slacks and black non-skid shoes are required attire. Uniform tops will be issued by the company.

Second Job Availability: Yes, likely

Applicable Company Policies:

Most work days will start around 8 AM and last until about 4:30 PM. All staff take a paid morning break from 10 AM to 10:10 AM, and we clock out for a 30 minute lunch break each day. Housing policies are designed to respect the privacy and comfort of all employees. Quiet hours will be enforced and no alcohol or drugs will be permitted in company housing.

COMMUNITY AMENITIES

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall

Unavailable:

Public Library