



## Jay Peak Resort - Housekeeper

### HOST INFORMATION

**Company Description:**

**PERKS OF THE PEAK** Skiing/riding, skating, climbing, waterparking, hiking, and we haven't even left our campus yet. In and around the Jay Peak region of Vermont you'll find plenty of both nook and cranny for you to explore on your own or with a group. We think it's the best of all possible worlds and we have a feeling you will too. Employees receive a free season pass to both Jay Peak & Burke resorts so you can learn to ski/snowboard this winter. Our **employee perks list** includes free rentals, free gym access, cheap Indoor Waterpark entry and much more. For a full view of our Perks List, [click here](#).

Exclusively for CIEE students - cultural activities and trips to Burlington, VT will be provided.

This is where we're supposed to give you a quick introduction about working at Jay Peak. Except, there's nothing quick about what your experiences will be or what our expectations are. In summary, we will expect you to work hard, to help fellow teammates, to service the guest and to have fun. In return, we will pay you fairly, let you know that (and more importantly, make you feel that) you are valued.

**WHY WORK AT JAY PEAK?**

We're a team of good-natured folks at the heart and soul of a growing resort community. Our coworkers are our friends, so we happily go the extra mile for each other and our guests. We're rewarded fairly for our collective efforts and encouraged to pursue individual goals. We're a family - on that gets to choose its members.

**Host Website:** <http://www.jaypeakresort.com/employment>

**Site of Activity:** Jay Peak Resort

**Parent Account Name:** Jay Peak Resort

**Host Address:** 830 Jay Peak Road Jay, Vermont, 05859

**Nearest Major City:** Burlington, Vermont, Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

Housekeepers work in a variety of 1-5 bedroom condominium and hotel units. Responsibilities include maintaining the highest quality for keeping our condominiums and hotel rooms cleaned. Individuals must have the ability to take direction and work independently in a fast paced environment. Some heavy lifting required. Detail oriented, dedicated and dependable and must be able to work any weekday, weekend or holiday shifts scheduled.

**KEY JOB RESPONSIBILITIES:**

- Hotel Jay Housekeepers start at 7 AM and end around 3:30 PM or 5 PM. Total hours per week averages 35-40. Weekend and holiday hours required.
- Condo Housekeepers start at 9:30 AM and end around 5:30 or 6:00 PM. Total hours per week averages 35-40. Weekend and holiday hours required.
- Hotel Jay duties will include, but not be limited to:
  - Cleaning the lobby in the morning & afternoon
  - Cleaning bathrooms, vacuuming, dusting, watering plants, etc.
- Busiest days are Friday and Sunday
- Condo duties will include, but not be limited to:
  - Traveling by van to condo sites
  - Stocking vehicles and cellars with linens as needed
  - Cleaning using a vacuum or carpet cleaner
  - Handling firewood, cleaning fireplaces
  - Cleaning ovens, floors, ceramics, etc. Floor cleaning is performed on hands and knees.
  - May be required to shovel snow on occasion
- Both positions will be required to handle cleaning chemicals. Employees are instructed in safe handling of these chemicals and this policy will be strictly enforced.
- These positions require that employees go in and out of vehicles and buildings on a frequent basis in many weather conditions that can be challenging. Proper footwear is essential to the safety of the employee and our policy regarding proper footwear will be strictly enforced.
- Both positions require that employees wear and maintain clean uniforms and name tags.
- Must have a professional and courteous attitude towards guests, other employees and the general public at all times.
- All other duties as assigned by your supervisor.

**Typical Schedule:**

- Hotel Jay: start at 7 AM and end around 3:30 PM or 5 PM. Weekend and holiday hours required. - Condo: start at 9:30 AM and end around 5:30 or 6 PM. Weekend and holiday hours required.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$544

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

You will be working weekends, holidays, and vacation periods. There may be periods of slower times with less hours, and more hours

during busy vacation times. Slower time is the start of December.

**Average number of hours per week reached by last year's seasonal employees: 35**

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Discounts on food and rentals, plus free ski passes!

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

- Ability to lift 30 to 45 lbs on a daily basis, while climbing stairs, indoors and outdoors. Must be able to bend from the waist, kneel, squat, reach, walk and climb stairs throughout the day.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Other qualifications or conditions

Description:

- Ability provide excellent customer service to our guests. - Ability handle more than one task, simultaneously in a calm manner  
- Must arrive to work on time and follow our strict attendance policy - Must be respectful and follow the direction of the Team

**Job Training required:** Yes

Length of job training:

First week and on-going if needed

Hours per week during training period: 10

Different wage during training period: No

Start on specific day of the week: No

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*All positions require that you wear comfortable non-slip, closed toed shoes such as sneakers or boots.*

*Cost of uniform: \$1*

*Uniform laundry: Provided at no cost*

**Dress Code:** No

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Holiday Events, Karaoke Nights or Talent Shows, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Movie or Game Nights, Potlucks or Dinners, Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Free Season Pass, Discounted Rentals*

### **Additional Details about Cultural Offerings:**

*All employees receive a free season pass. Ski and snowboard rentals are free based on availability and high performance rentals are 50% off. Free access to the gym and \$10 entry to the indoor water park. Additional discounts, cultural activities and trips to Burlington will be provided!*

## 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 provided on-site within the resort property about a 1/2 mile for the main resort area (shuttles are available on the resort property). There are two housing options. Housing is divided among students on a first come, first serve basis. There will be approximately 50 to 60 students per location. The first location includes the following: -typically 4 students per room with individual beds. The beds are bunk bed style. -rooms are by single gender, no couple rooms provided -mini fridge and bathroom in each room -common room, dining room and commercial sized kitchen -Kitchen includes 3 fridges, 1 freezer and an industrial stove/oven -on-site laundry and WIFI are provided. Do to the remote nature of the location, WIFI may be sporadic at times. The second location includes most of the same information above, except that there will be 2 full bathrooms with a shared living room and kitchen. The individual rooms will not have their own fridge, but we are looking to purchase another large fridge for extra space in the kitchen.*

**Lease Agreement:** Yes

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*WiFi is provided, however, due to the nature of the location, at times it can be in and out.*

*Phone Service: Yes*

*Description:*

*There is WIFI and cell phone service, and WIFI at the resort.*

*Kitchen facilities: Yes*

*Description:*

*One housing locations kitchen includes 3 fridges, 1 freezer and an industrial stove/oven. Other housing location each set of two rooms get their own kitchen space.*

*Laundry facilities: Yes*

*Description:*

*Free on-site laundry is provided.*

***Occupancy Requirements for Provided Housing:***

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 8*

*Suggested Occupancy Per Room: 2 - 8*

*Rooming Arrangement Description:*

*- 4 students to a room with individual beds (bunk bed style) - Roommates can be arranged, as long as it is the same gender. Make sure you email employer ahead of time. - Rooms are single by Gender, no couples rooms are provided - Mini Fridge and bathroom in each room ( in one of the houses). - There are only 2 condos that can fit up to 8 students/unit. There's generally no more than 5 to each room.*

***Provided Housing Cost:***

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$100*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$300*

*Description:*

*A housing deposit is due upon arrival, housing must be left in clean and good condition. You must also stay until your agreed upon ending date. Following departure, depending on your rooms conditions, the deposit will be returned.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Housing must be left in clean and good condition. You must also stay until your agreed upon ending date. Following departure, depending on your rooms conditions, the deposit will be returned.*

*Details About Deposit Refund:*

*Speak with your employer regarding housing deposit return.*

***Transportation to Worksite:***

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is a 1/2 mile from the resort property.*

*Employer-Provided Transportation*

*Estimated commute time: Under 15 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Your employer will schedule free arrival, departure, weekly grocery and scheduled trips. If students want other travel, they must call: Jay Way Jitney (802) 323-4252 at the cost of the student.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*You must email Justin ( [jleyva@jaypeakresort.com](mailto:jleyva@jaypeakresort.com)) and copy Paul ( [ppanneton@jaypeakresort.com](mailto:ppanneton@jaypeakresort.com)) and to review arrival information and arrange pick-up. Employer will pick up Monday- Thursday .*

*Employer will pick up on weekends, but try and arrive Monday-Thursday.*

*We suggest that you fly into Burlington International Airport (BTV). If you fly into another airport you can take a bus or train to Burlington where we will arrange to pick you up.*

*Burlington airport: <http://www.btv.aero/>*

*Greyhound bus station: <http://locations.greyhound.com/bus-stations/us/vermont/burlingt-transit-ctr/bus-station-30021>*

### **Suggested Arrival Airport:**

*Burlington International Airport, BTV, Less than 25 miles*

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

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

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

*La Quinta Inn and Suites*

*South Burlington*

*South Burlington , Vermont 05403*

*[https://www.lq.com/en/hotels/vermont/south-burlington/south-burlington?cid=local\\_2036](https://www.lq.com/en/hotels/vermont/south-burlington/south-burlington?cid=local_2036)*

*\$75 to \$100*

## 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:*

*A Jay Peak Representative will accompany students to the SS office.*

*Nearest SSA Office: Burlington , Vermont , Less than 50 miles*

**Other:**

*Wage Payment Schedule:*

*Every two weeks*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: No*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Always arrive to work looking clean and presentable - when you look good, we look good.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*For a copy of our full Employee Handbook, please [click here](#).*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Post Office, Restaurants, Fitness Center, Internet Cafe*

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

*Food Market, Shopping Mall, Bank, Public Library*