



## Glacier Park by Pursuit Apgar Village - Housekeeper

### HOST INFORMATION

#### Company Description:

Our centuries-old legacy of inspiring guests in Glacier National Park is founded in our deeply-rooted connection with these iconic places. Our globally diverse team shares a passion for adventure, a genuine understanding of what makes these places so unique and an authentic desire to play host to the world.

We have a powerful story to tell. We host guests in majestic lodges and lakeside cabins. Nourish weary adventurers with locally-sourced offerings. Help travelers to uncover the cherished keepsakes of their western adventure. Most importantly, we are the compass of adventure—welcoming guests to our backyard and sharing the little-known secrets of these iconic places. We do all of this with a deep respect for the place we call home.

Seize the opportunity to live in one of the most spectacular settings on earth—spend the summer in Glacier National Park.

Our five lodging properties in and around Glacier are the perfect base camps for exploring this bucket-list destination. A sense of openness and adventure resounds in those who call this place home.

Our team is diverse—from across the US and beyond. Our team members come here to embrace the extraordinary. To watch the sun rise and set each day in a place that, for many people, exists only in their imagination. We are a community of people who say 'yes' to adventure time and time again. To be a part of the #pursuitlife and live each day with purpose, turning moments into memories.

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

**Site of Activity:** Glacier Park by Pursuit Apgar Village

**Parent Account Name:** Pursuit

**Host Address:** Lake View Drive West Glacier , Montana , 59936

**Nearest Major City:** Kalispell , Montana , Less than 50 miles away

### PLACEMENT INFORMATION

#### Job Description:

Ensures daily, that highest quality standards of housekeeping are maintained for our guests. Ensures cleanliness and efficient service of guest rooms and public areas, including; thorough cleaning of rooms and bathrooms, making beds, dusting, vacuuming, reporting preventative maintenance and handling of guest requests. Lifting, bending, and excessive physical movements involved.

/ Cleans rooms and bathrooms in assigned workstation performing any combination of the following tasks and duties: strips and remakes beds, rollaways and cribs; sweeps and mops floors, vacuums carpets, dusts and polishes furniture and fixtures, cleans windowsills and porches, brushes curtains, draperies and upholstered furniture; empties and cleans wastebaskets and relines with plastic liner; cleans ashtrays and plastic ice buckets; replenishes towels, bathmats, wash cloths, soap, and amenity and dresser supplies; cleans

shower, bathtub, shower curtain and toilet; and restocks tissue.

/ Does the heavy cleaning in rooms, porches, walkways, and hallways and may be assigned cleaning duties in employee dormitories and recreation rooms and public restrooms.

/ Performs any combination of tasks to maintain hotel guest accommodations and public areas: picks up used linens and sorts and prepares for linen truck; receives clean linens

from linen truck daily and assists in unloading; checks amounts and transfers load per required pars to the various linen closets and central linen room; picks up trash from

wastebaskets or receptacles in guestrooms and hauls to trash area for compactor truck pick up; and properly stocks linen closets and housekeeping carts with needed linens, cleaning and room supplies.

/ Cleans rugs, carpets and upholstered furniture using vacuum cleaner, brushes, and shampooing machines. Washes and polishes floors by hand or machine.

/ May wash walls, woodwork and windows. May assist porters in sorting, counting, folding and carrying of linen and supplies by hand or housekeeping cart. May replace light bulbs.

Leaves matches, advertising matter, glasses, stationery, etc. according to policy.

/ Checks room and bathroom thoroughly for working lamps, heater, leaking faucets, broken furniture, running toilet or other missing or damaged articles. Makes minor repairs when

possible and reports all other findings immediately to Housekeeping Manager.

/ Upon completion of room, contacts Housekeeping Manager to report room as ready for occupancy. Locks door and returns all keys to Housekeeping Manager or Front Desk.

/ May assist with set up of rooms for conventions, sales meetings, banquets and social functions inclusive of decorations, amplifying equipment, furniture and other apparatus.

/ Renders personal assistance to guests in line of duty.

/ Adheres to all Company policies and regulations.

/ Assists in other departments or with other job duties as requested or necessary.

#### **Typical Schedule:**

A typical work week is 5 days on and 2 days off. Housekeepers start at 8am and work through afternoon with an average of 35-40 hours per week.

#### **Seasonal changes to job duties or available hours:** Yes

July and August are our busiest months. Deep cleaning of guest and staff space may be required early and/or late season.

#### **Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$10

**Eligible for Tips:** Yes

Limited, indirect tips may be received by housekeeping staff. Tips should not be considered an expected part of compensation.

**Estimated weekly wages including tips:** \$350

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

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

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

**Potential fluctuation in hours per week:**

Hours worked per day and/or week is based on guest occupancy and turnover. Early and late season may experience lower guest occupancy.

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

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

/ Job requires constant bending, lifting, stretching and moving, including continuous walking and use of stairs. Elevators are not present. / Position will require frequent lifting in excess of 25lbs. and occasional lifting over 50lbs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

**Job Training required:** Yes

Length of job training:

2-3 days and/or on-the-job

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Must successfully complete all company provided job training

**Need to wear uniform:** Yes

Uniform Policy:

Staff are required to wear a uniform specific to their job. Pursuit provides work shirts, sweatshirts and job-related accessories. Specific pants, shoes, and accessories must be provided by the team member. Details provided after hire.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

Staff are required to wear job-specific uniform, name tag, and adhere to company appearance standards.

## CULTURAL OPPORTUNITIES

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

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

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

The mountains, lakes and streams are our playground. Each day is packed with moments ripe for memories - crushing miles on the trail, bagging peaks, swimming in ice-filled pools, fishing and rafting the rivers, kayaking lakes, shared dinners, parties, holiday celebrations, sports, games, and more!

## 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:**

We live in a remote, rural area. Staff housing is shared communal living and is diverse ranging from dorm-style, apartment, condo, and single-family home. Expect to have at least one roommate and share the housing with more team members. Bedrooms include a single-size bed (sometimes bunk beds), drawers and hanging space for clothes, and may include a chair, desk, and other amenities. All housing is within walking or biking distance to work. Housing includes kitchens to cook meals. Limited Wi-Fi is available. TV & air conditioning is not available. Bed & bath linens are provided at no charge (sheets, blanket, pillow, towel).

**Lease Agreement:** Yes

### **Onsite Amenities:**

WiFi: Yes

Description:

Wi-Fi in select areas only. Speeds may be slower than at home.

Phone Service: Yes

Description:

Phone access for emergencies and to contact CIEE is available in the manager/Location Manager office. Cell phone service is limited in Apgar Village. Verizon is the preferred service.

Kitchen facilities: Yes

Description:

Shared kitchen facilities are available in staff housing. Kitchens are fully equipped - all standard cooking & dining tools provided by the company.

Laundry facilities: Yes

Description:

Shared laundry facilities are available in staff housing. No additional cost.

### Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Roommate requests should be made with Nicholas Berry (nberry@pursuitcollection.com). Requests are taken on a first-come, first-served basis as available. Couples housing is very limited and cannot be guaranteed. Unless requested, bedrooms/bathrooms are single-sex.

### Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$30

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: Casual, moderate terrain. Sidewalks available in most places.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: Shared bicycles are available for staff use. Paved roads and bike lanes are available. Though located in a rural, wooded area traffic can be heavy due to high guest visitation to the Park. Ride safely and remember to use proper safety equipment.

## ARRIVAL INFORMATION

### Arrival Instructions:

There are two options for your arrival to Glacier National Park.

1) **Glacier Park International Airport (FCA)**: this is a small airport and an overnight stay at a local hotel (see "suggested after-hours accommodation") is likely due to limited flights. Flying directly to Glacier is best for students arriving from Europe. If arriving by air, plan to arrive one day before your work start date.

2) **Whitefish, MT Amtrak Station (WFH):** (fly to Seattle, WA) and travel by overnight train to Whitefish, MT. This is a fast, economical travel option and works best for students arriving from Asia. If travelling by train, plan to arrive on your work start date. Check out train tickets at [www.amtrak.com](http://www.amtrak.com).

Staff will report to the People & Culture office for orientation prior to checking into staff housing. Orientation is held at **0830** on **Monday/Wednesday/Friday**. Grocery shopping is available after orientation.

Shuttle assistance is necessary for transport from the airport, train station or local hotel. Please send your full travel itinerary to Nicholas Berry ([nberry@pursuitcollection.com](mailto:nberry@pursuitcollection.com)) at least two (2) weeks prior to your arrival.

**Suggested Arrival Airport:**

Glacier Park International Airport, FCA, Less than 50 miles

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Grouse Mountain Lodge  
2 Fairway Drive  
Whitefish , Montana 59937  
\$50 to \$75

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Following your interview (CIEE Road Show or Virtual Hiring Event) you must complete the following tasks.

1. Apply on the company **website**.
2. When step 1 is complete you will receive an email with a link to additional tasks to complete.

**Social Security Number:**

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

Details about how to apply for Social Security Number:

Contact your Location Manager to arrange a shuttle to the Social Security office. This should be completed 2 weeks after arrival.

Nearest SSA Office: Kalispell , Montana , Less than 50 miles

**Other:**

Wage Payment Schedule:

You will be paid bi-weekly (every other Friday). You may choose to open an American bank account and select direct deposit of your pay (recommended for easy access of money), or receive a paycheck (default) from your manager.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

We strive to provide an exceptional experience to each guest we meet. While we value each team members individual creativity and personality, we expect all staff to arrive to work with a well-groomed, professional appearance. This includes wearing the appropriate uniform for work, presenting a moderately conservative and hygienic appearance. Large/excessive piercings and/or tattoos, unnatural hair colors, extreme hairstyles, and unkempt facial hair do not exemplify a professional appearance.

Second Job Availability: Yes, likely

Applicable Company Policies:

- We meet 3.5 million guests each summer - our businesses are busy. Each team member should expect to work an average of five days per week, and around 35-40 hours. Most staff work a combination of shifts. Although our managers do their best to accommodate special scheduling requests flexibility is key. Early and late season can be a bit slower and offer greater opportunity for special requests.
- Our guests' experience is important and must be our focus. You won't need a cell phone to do your job, so plan to leave it at home while working.
- All Pursuit buildings are smoke-free. Designated smoking areas are available for use by staff and guests.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Restaurants

**Walking Distance from Housing:**

Food Market, Post Office, Restaurants

**In Town, Requires Transportation:**

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Public Library

**Unavailable:**

Internet Cafe



## Glacier Park by Pursuit Apgar Village - Retail Associate

### HOST INFORMATION

**Company Description:**

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We have a powerful story to tell. We host guests in majestic lodges and lakeside cabins. Nourish weary adventurers with locally-sourced offerings. Help travelers to uncover the cherished keepsakes of their western adventure. Most importantly, we are the compass of adventure—welcoming guests to our backyard and sharing the little-known secrets of these iconic places. We do all of this with a deep respect for the place we call home.

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Our team is diverse—from across the US and beyond. Our team members come here to embrace the extraordinary. To watch the sun rise and set each day in a place that, for many people, exists only in their imagination. We are a community of people who say 'yes' to adventure time and time again. To be a part of the #pursuitlife and live each day with purpose, turning moments into memories.

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**Site of Activity:** Glacier Park by Pursuit Apgar Village

**Parent Account Name:** Pursuit

**Host Address:** Lake View Drive West Glacier , Montana , 59936

**Nearest Major City:** Kalispell , Montana , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

Ensures courteous greeting of all patrons. Sells merchandise and assists customers with their selections. Ensures accurate and efficient accounting of all transactions. Operates cash register. Stocking, pricing, cleaning, and inventorying sales items. Assists with other duties as necessary.

- / Sells merchandise from gift shop/camp store. Helps customers with their selections by friendly, helpful service and suggestions.
- / Displays merchandise in an appealing fashion that will tend to increase sales. May be assigned primarily to one section of the store. Keeps displays filled and attractive.
- / Operates cash register, takes cash from customers, rings each sale on register per instructions and makes proper change.
- / May scoop ice cream, make coffee drinks, and/or prepare to-go food items.
- / May be assigned cash bank and will be responsible for balancing cash at the beginning and end of shift.



/ Assists with receiving of merchandise deliveries from both warehouse and direct deliveries. Verifies quality, quantity and damages, and reports discrepancies to manager.  
/ Keeps constant vigilance of all customers and employees to ensure store security policies are enforced. Reports irregularities to manager.  
/ Assists in taking physical inventories at mid-season and at close of season.  
/ Maintains proper service and cleanliness of snack bar/self-service food mart, if applicable, including daily mopping and vacuuming.  
/ Adheres to all Company policies and regulations.  
/ Performs other duties as assigned.

**Typical Schedule:**

A typical work week is 5 days on and 2 days off. Retail Associates may work a combination of morning and afternoon shifts with an average of 35-40 hours per week.

**Seasonal changes to job duties or available hours:** Yes

July and August are our busiest months. Help in other areas may be required early and/or late season.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$10

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$350

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

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

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

**Potential fluctuation in hours per week:**

Guest visitation.

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

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

/ Position requires lifting up to 25 pounds. / Position may require frequent trips up and down stairs, lifting, bending, twisting and standing for up to 8 hours per shift.

Standing for entire shift

Handling cleaning chemicals

**Job Training required:** Yes

Length of job training:

2-3 days and/or on-the-job

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Must successfully complete all company provided job training.

**Need to wear uniform:** Yes

Uniform Policy:

Staff are required to wear a uniform specific to their job. Pursuit provides work shirts and job-related accessories. Specific pants, shoes, and accessories must be provided by the team member. Details provided after hire.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

Staff are required to wear job-specific uniform, name tag, and adhere to company appearance standards.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

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

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## **HOUSING AND TRANSPORTATION**

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

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**Lease Agreement:** Yes

### **Onsite Amenities:**

WiFi: Yes

Description:

Wi-Fi in select areas only. Speeds may be slower than at home.

Phone Service: Yes

Description:

Phone access for emergencies and to contact CIEE is available in the manager/Location Manager office. Cell phone service is limited in Apgar Village. Verizon is the preferred service.

Kitchen facilities: Yes

Description:

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Laundry facilities: Yes

Description:

Shared laundry facilities are available in staff housing. No additional cost.

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

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Roommate requests should be made with Nicholas Berry (nberry@pursuitcollection.com). Requests are taken on a first-come, first-served basis as available. Couples housing is very limited and cannot be guaranteed. Unless requested, bedrooms/bathrooms are single-sex.

### **Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$30

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: Casual, moderate terrain. Sidewalks available in most places.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: Shared bicycles are available for staff use. Paved roads and bike lanes are available. Though located in a rural, wooded area traffic can be heavy due to high guest visitation to the Park. Ride safely and remember to use proper safety equipment.

## ARRIVAL INFORMATION

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### Suggested Arrival Airport:

Glacier Park International Airport, FCA, Less than 50 miles

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

### If arriving after regular hours:

### Suggested After-Hours Accommodation:

Grouse Mountain Lodge

2 Fairway Drive  
Whitefish , 59937  
\$50 to \$75

## TRAINING AND ONBOARDING

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2. When step 1 is complete you will receive an email with a link to additional tasks to complete.

### **Social Security Number:**

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

Details about how to apply for Social Security Number:

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Nearest SSA Office: Kalispell , , Less than 50 miles

### **Other:**

Wage Payment Schedule:

You will be paid bi-weekly (every other Friday). You may choose to open an American bank account and select direct deposit of your pay (recommended for easy access of money), or receive a paycheck (default) from your manager.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

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Second Job Availability: Yes, likely

Applicable Company Policies:

- We meet 3.5 million guests each summer - our businesses are busy. Each team member should expect to work an average of five days per week, and around 35-40 hours. Most staff work a combination of shifts. Although our managers do their best to accommodate special scheduling requests flexibility is key. Early and late season can be a bit slower and offer greater opportunity for special requests.
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- All Pursuit buildings are smoke-free. Designated smoking areas are available for use by staff and guests.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Restaurants

**Walking Distance from Housing:**

Food Market, Post Office, Restaurants

**In Town, Requires Transportation:**

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Public Library

**Unavailable:**

Internet Cafe