



## Moose Creek Cabins and Inn - Front Desk/Hotel Worker

### HOST INFORMATION

**Company Description:**

Moose Creek Inn is located in the town of West Yellowstone, Montana, just three blocks to the entrance of the World Famous Yellowstone National Park. As an employee, you may take a free guided tour of Yellowstone (by appointment). Our town offers a zipline, IMAX theater, Grizzly and Wolf Discovery Center, Music in the Park, Fourth of July Parade, Rod Run Car Show, Mountain Man Rendezvous, and other seasonal activities. West Yellowstone is a small town of 1,200 year round residents. However, during the summer months, many students from around the world come to work here. Because our town is a tourist destination, there are opportunities for second jobs at other hotels, restaurants, gift shops, etc.

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

**Site of Activity:** Moose Creek Cabins and Inn

**Parent Account Name:** Moose Creek Cabins and Inn

**Host Address:** 220 Firehole Avenue West Yellowstone , Montana , 59758

**Nearest Major City:** Salt Lake City , Utah , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

This job may include some days of front desk work and some days of general hotel work. Front desk duties include: checking in guests, answering guest questions, assisting guests with tasks, answering phones, preparing paperwork, entering reservations, charging credit cards, luggage assistance, parking assistance, minimal housekeeping when necessary, solving room issues, plunging toilets when necessary. Hotel worker duties include: assisting housekeepers with room cleaning, room inspector, assisting laundry, cleaning hotel lobby, picking up trash around property, watering flowers, mowing grass, hotel room maintenance, washing windows, washing doors and walls, cleaning carpets, other small maintenance tasks.

**Typical Schedule:**

Monday through Sunday 7:00am-11:00pm 32-36 hours per week

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

Job hours and shifts may change throughout the season as other students arrive and depart.

**Drug Test required:** Yes

## COMPENSATION

**Hourly Wage:** \$11.5

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$402.5

**Bonus:** Yes

Bonus is available at the end of season if work dates are completed.

\* 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:**

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

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Students may be lifting laundry, supplies, etc.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

**Job Training required:** Yes

Length of job training:

5 days

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

**Need to wear uniform:** Yes

Uniform Policy:

Students must wear black or khaki dress pants and black or brown closed toed shoes. Work shirts will be provided. Name tag will be provided.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

Students must wear dress pants, uniform shirts, and closed toed shoes.

## CULTURAL OPPORTUNITIES

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

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events, Karaoke Nights or Talent Shows

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

Moose Creek Inn hosts a Fourth of July lunch. There are several events in town such as the Fourth of July Parade, Music in the Park, Karaoke night at local bars, etc.

### **Local Cultural Offering:**

Many businesses in town offer local discounts including tours into Yellowstone, restaurant and gift shop discounts, discount for the Grizzly and Wolf Discovery Center, etc.

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

### **Employer-owned or employer-arranged housing description:**

Employee housing is a three bedroom, two bathroom house with a full kitchen. There will be up to 8 students total living in the home. Home has a full kitchen with stove, refrigerator, and microwave. Bedding is provided. Students may pay for their own wi-fi and split the cost. Housing is located four blocks from the job site.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Internet must be paid by the student and student must arrange their own internet.

Phone Service: No

Description:

Participants may purchase their own cell phone or use the hotel phone.

Kitchen facilities: Yes

Description:

Full kitchen in housing

Laundry facilities: Yes

Description:

Laundry provided in housing

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Housing will be male only. Two bunk beds are in each bedroom. Students can arrange their own roommate.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

Deposit for housing may be paid in cash or deducted from first paycheck.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

House must be clean and tidy upon student departure to receive the deposit back.

Details About Deposit Refund:

Final pay period

**Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Four blocks from work

## Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$1

Total: No Per Day: Yes

Description: Local bike shop provides bike rentals. This is a very small town, safe to walk and ride bikes.

## ARRIVAL INFORMATION

### Arrival Instructions:

The best way to reach West Yellowstone is to book a flight to Salt Lake City, Utah. From there, you will need to book a shuttle on the Salt Lake Express ([www.saltlakexpress.com](http://www.saltlakexpress.com)) to West Yellowstone. The Salt Lake Express can drop you off at Moose Creek Inn and we can take you to your housing from there. Please let us know when you will be arriving in West Yellowstone so we can make sure to pick you up. If you fly into another airport, there are NO shuttles and we will NOT be able to pick you up.

There is a bus in West Yellowstone that travels to Bozeman, Montana twice per week (\$20). The bus will take you to the Social Security office and shopping in Bozeman.

### Suggested Arrival Airport:

Salt Lake City, SLC, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

### If arriving after regular hours:

### Suggested After-Hours Accommodation:

Moose Creek Inn  
119 S Electric St  
West Yellowstone , Montana 59758  
[www.moosetreekin.com](http://www.moosetreekin.com)  
4066467952  
\$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:

Students can apply for a social security card at the social security office.

Nearest SSA Office: Bozeman , Montana , Over 50 miles

**Other:**

Wage Payment Schedule:

Weekly paycheck

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees must be groomed properly. Students must arrive showered daily, tattoos must be covered, hair must be groomed, beards must be trimmed, no facial piercings visible. Shirts will provided for uniforms. Students must supply black or khaki dress pants, black or brown closed toed shoes.

Second Job Availability: Yes, likely

Applicable Company Policies:

All work properties and housing are NO SMOKING. Students must behave in a professional manner at work at all times. Students may not use company computers for personal use. Students must keep workplace and housing clean and tidy at all times. Students must work the hours scheduled by Moose Creek. Secondary jobs may not conflict with the Moose Creek Inn job.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**Unavailable:**

Shopping Mall