



Alaska Collection Talkeetna Alaskan Lodge - Host/Cashier

HOST INFORMATION

Company Description:

The Talkeetna Alaskan Lodge, an experience by Pursuit is a seasonal property, encompassing seven buildings: a main lodge, four guest lodges, employee housing (FREE), and a maintenance facility. Built from Alaska's natural resources, and resting on 35 acres of our 640-acre site our spacious guest rooms; onsite restaurants lounge and meeting facilities provide a luxurious getaway with an unmatched view of Denali and the Alaska Range. Resting above Talkeetna on the south side of Denali, the stunning views are endless. The historic town of Talkeetna has a year round population of approximately 800 people. We are 2 hours north of Anchorage and 2.5 hours south of Denali National Park. We also pride ourselves in being a destination spot for some of the best fishing, hiking, rafting and picturesque prospects in all of Alaska. The Talkeetna Alaskan Lodge is a great opportunity for you to work develop friendships and see all Alaska has to offer! We welcome you to join our team! Please be prepared for the Alaska experience. Students must be willing and ready to work at Alaska Collection for the duration of their agreed job dates. Alaska is a majestic place full of adventure, wilderness, trees, animals and more. Talkeetna Alaskan Lodge does a lot of fun activities and recognition for all staff. Activities include guided hikes, glacier walks, zip lining, trips to the nature center, the fair, bingo, basketball, cook-outs, trips to Anchorage or Fairbanks for shopping or sightseeing.

Host Website: <https://www.pursuitcollection.com/careers/alaska/work-in-talkeetna/>

Site of Activity: Alaska Collection Talkeetna Alaskan Lodge

Parent Account Name: Pursuit

Host Address: 23601 Talkeetna Spur Road , PO Box 727 , Talkeetna , Alaska , 99676

Nearest Major City: Anchorage , Alaska , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

JOB SUMMARY

/ To accurately and efficiently handle dining area monetary transactions and to provide excellent guest service to and enhance the dining experience for all guests while following the establishment's guidelines.

ESSENTIAL JOB FUNCTIONS

Major Activities (Typical Duties/Responsibilities):

/ Set up host/cashier station for the shift

/ Take reservations, plot seating assignments, acknowledge, greet and seat all guests in a timely fashion

/ Close tickets and tender change as needed

/ Tender credit cards and room charges

/ Close and balance assigned till, account for food served and monies collected for the shift, properly prepare and submit paperwork for night audit

/ Balance and return bank and any required paperwork (deposits, negative drops, change requests etc.) to accounting

/ Acknowledge and understand daily menu changes

/ Take to-go orders

/ Keep work areas neat and clean throughout the shift

/ Ensure excellent guest service for all guests

/ Perform side work duties

/ Approximately 40 to 50 hours per week.

/ Other duties as assigned

Skills + Abilities:

/ Arrive to work on time, ready to work, dressed in clean uniform, with a neat and clean appearance

/ Familiarity with computerized Point Of Sale systems

/ Ability to communicate well with all staff and guests

/ Must be a "people person" who thrives on public contact

/ Ability to work independently and as part of a team with a positive attitude

/ Self-motivated, detail oriented and has a positive guest service attitude

Typical Schedule:

Varies

Drug Test required: No

COMPENSATION

Hourly Wage: \$13

Eligible for Tips: No

Estimated weekly wages including tips: \$520

Bonus: Yes

End of season bonus potential after successful completion of the season bonus amount is determined by position, hours worked, and completion of hiring agreement (5% first year, 10% years following)

** All figures above are pre-tax*

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 35

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: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

30% off at restaurant and gift shop. Employee meal specials

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift

Need to wear uniform: Yes

Uniform Policy:

The Talkeetna Alaskan Lodge is a premium facility. We require that all staff be appropriately dressed. contact your manager for further information.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

All employees of the Talkeetna Alaskan Lodge must follow the grooming standards as a basic condition of employment. Employees are expected to wear their full uniform, clean and pressed. Extreme hair styles and colors are not permitted, no non-natural styles or colors. Jewelry worn on the job must be conservative, in good taste, appropriate to working attire and safe. Visible body piercing, with the exception of ears is not acceptable. Visible body tattoos are also not permitted..

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Karaoke Nights or Talent Shows, Movie or Game Nights, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Major City, Sporting Events, Shopping Trips

Additional Details about Cultural Offerings:

We place a lot of emphasis on work life balance and cultural immersion opportunities, List below:

Employee Appreciation Party

Matanska Glacier Expedition

Alaska State Fair outing + Concert

Seward Camping Trip

Berry Picking Trip

Alaska Botanical Garden

Jazz Night

End of Season BBQ

and much more!

Local Cultural Offering:

This is a list of what we've done in previous seasons and aim to do often:

Group yoga, camping trips, hiking trips, rafting and Denali flight seeing opportunities.

We have an annual End of the Season Pig Roast!

Discounts to visit all of our Pursuit locations

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:

Free housing! Alaska Collection cannot guarantee housing placements – it's first come first served (meaning we cannot guarantee they will be housed with people from the same country or in the same department – special requests will be honored if possible). Students will be sent a housing survey and should complete it as soon as possible after receiving it. Please note there is NO employee dining room. Students need to cook for themselves in a shared kitchen. All employees have access to the employee gym and recreation room with TV, games, couches, etc. 30% off at our restaurant, gift shop & coffee bar.

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

Wifi available

Phone Service: Yes

Description:

Landline & Cellular, Wifi available

Kitchen facilities: Yes

Description:

All kitchens are equipped with refrigerators, stoves, microwaves, and cooking equipment and utensils.

Laundry facilities: Yes

Description:

Onsite laundry available

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 2 - 6

Rooming Arrangement Description:

Dorm-Style Housing: We provide dorm style housing with communal cooking, leisure/television, and gender separate shower/restroom facilities for employees. Those who share a bedroom with 1-5 others will share the communal areas with 32 other employees. Apartment-Style Housing: We provide apartment style housing that includes 2 bedrooms, a kitchen, bathroom, and television. Those who share a bedroom with 1-3 others will share the communal areas with 5-7 other employees. Bedding & towels provided.

Provided Housing Cost:

Required to Pay for Provided Housing: No

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: 2 minutes from employee housing

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Onsite.

ARRIVAL INFORMATION

Arrival Instructions:

Please fly into Anchorage, Alaska. Once you receive your visa, please email your agency and let them know. You **MUST** communicate travel plans with employer at least 2 weeks prior to arrival. You must provide your employer your flight information at least 2 weeks prior to arrival so they can arrange a pick up in Anchorage. If you provide your arrival details at least 2 weeks prior, then employer will pick up in Anchorage at no cost. If you don't provide arrival details with enough advanced notice, students will have to arrange transportation at their own expense. Students must arrive to Alaska at least 4 days prior to start date. You need a **FULL** day in Anchorage before traveling to Talkeetna.

Day 1 Arrival.

Day 2 Apply for Social Security Numbers and set up a bank account.

Day 3 Pickup in Anchorage and travel to Talkeetna. On your way to Talkeetna you will stop at a store to buy groceries as there is no employee dining room on site and students must provide and cook their own food.

Day 4 Settle into housing.

Please note the social security administration and most banks are closed on Saturday and Sundays. Students are responsible for booking and paying for their own accommodations in Anchorage, so come with enough money. Also be sure to bring the appropriate clothes for your uniform. Space is limited as rooms are small so be conscious of what you pack.

Suggested Arrival Airport:

Ted Stevens Anchorage International Airport, ANC, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Alaskan Backpackers Inn
327 Eagle St
Anchorage , Alaska 99501
(907) 277-2770
\$0 to \$25

TRAINING AND ONBOARDING

Pre-Arrival Onboarding:

Social Security Number:

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

Details about how to apply for Social Security Number:

Please apply for your Social Security card immediately upon arrival in Anchorage. Office address: ROOM A11 222 W 8TH AVENUE ANCHORAGE , AK 99513 Be sure to obtain a receipt for your SS application. Please have your SS card mailed to: PO Box 727 Talkeetna AK99676.

Nearest SSA Office: Anchorage , Alaska , Over 50 miles

Other:

Wage Payment Schedule:

Bi- weekly. Manual check or direct deposit

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups:

Grooming Requirements:

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Second Job Availability: Yes, likely

Applicable Company Policies:

After students are hired they will be required to complete a company application in CoolWorks. Additional instructions will be provided after you are hired. Alaska Collection by Pursuit is looking for HARDWORKING employees who are TEAM PLAYERS and willing to help their colleagues!!!!You will be living and working in a small, rural town. The lodge has limited free wireless service in the employee housing units. Talkeetna Library is located 1.5 miles away from the lodge and also has internet access. You will have the opportunity to meet and socialize with other international students and American employees working at the lodge. Complimentary passes, discounted hotel rates are available to employees on a space available basis. Also discounted transportation options, as well as discounted room rates at our lodges. Many other sightseeing activities throughout Alaska are offered at a discount to employees. In your leisure time there is an amazing variety of outdoor activities to take advantage of including hiking, camping, fishing, flight seeing, jet boating, photography, rafting, horseback riding, wildlife viewing and much more. We highly encourage cultural exchange and provide employees cultural activities each month. Weather can range from beautiful and sunny to overcast and rainy. Temperatures range from 60°F to mid 70°F on average. However, be prepared for temperatures dropping below 40°F or as high as the 80's. Students should bring: Water and wind proof jacket A GOOD battery operated alarm clock (please note that we have occasional power outages, so have a reliable alarm clock) Rain proof/outdoor/hiking shoes Sweatshirts and warm fleece Shorts, shirts, pants, undergarments Uniform requirements - These items can also be purchased in the cities of Wasilla or Anchorage prior to your arrival for employment. Second jobs are available in town but this needs to remain your FIRST PRIORITY when it comes to schedule.

COMMUNITY AMENITIES

In Town, Requires Transportation:

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

Unavailable:

Fitness Center