



WORK & TRAVEL USA

## Grand Teton Lodge Company at Jackson Lake Lodge - Hospitality Crew - All Locations

### HOST INFORMATION

**Company Description:**

*Enjoy*

**FREE Housing and Rec Activities**

*in one of the most beautiful areas in the world. This is the true*

**WILD WEST**

*!!!*

*"Breathtaking" does not begin to describe the view at **Jackson Lake Lodge**. Our 60-foot floor to ceiling windows frame pristine Jackson Lake and the majestic Teton Range. For some, this view alone is reason enough for a visit. Jackson Lake Lodge is located in the heart of Grand Teton National Park. It is a full-service, historic eco-hotel, featuring 385 rooms and cottages. The lodge also includes a variety of dining options and retail shops.*

*Employment in Grand Teton National Park provides a unique experience to explore Nature's Best. The recreational opportunities available in your off-time are limited only by your imagination.*

*A genuine interest in the outdoors and the National Parks, and a positive attitude toward Guest Service is essential. It is very important to us that each employee has an Experience of a Lifetime!*

*Grand Teton National Park is truly a special place and the individuals who work here come from all over the world. If you are looking for the opportunity to work in a multi-cultural environment, we've got it!*

*Activities on your time off can include **hiking, camping, fishing, sightseeing, horseback riding, wildlife viewing and photography, kayaking, rafting, and much more!** We're the perfect location for anyone with an adventurous spirit.*

*Come capture the "Spirit of the Tetons" with us in one of the most photographed locations in North America.*

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

**Site of Activity:** Grand Teton Lodge Company at Jackson Lake Lodge

**Parent Account Name:** Vail Resorts

**Host Address:** 101 Jackson Lake Lodge Road , PO Box 250 , Moran , Wyoming , 83013

**Nearest Major City:** Jackson , Wyoming , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

Employees hired as a RESORT WORKER may be placed in ANY position and must be flexible and willing to do any job duties. For ALL positions, listed participants should expect to stand for long periods of time (8-10 hours). Once assigned a position you will be responsible for this job duty the entire season. All students are expected to help in other areas, as it is needed.

Resorts Workers may be placed in the following roles:

**BACK OF HOUSE - RESORT WORKER (END OF SEASON BONUS ELIGIBLE)** include the following positions:

**Housekeeper/ Public Areas Attendant-** Cleaning of guest rooms and cottages in an assigned area according to training procedures. Cleaning bathrooms, changing and making beds, dusting furniture and fixtures in rooms. Must be able to work outside in varying weather conditions throughout the summer.

**The Dishwasher** is responsible for the overall cleanliness of the dish room / area, including: pot sinks, machines, main kitchen, garbage disposal areas, walk-ins, coolers, freezers, kitchen equipment, china, flatware and glassware, and kitchen bathrooms. Employees in this role are frequently exposed to hot water, potentially slippery floors, garbage disposals and cleaning chemicals.

**The Kitchen Worker** is responsible for assisting other cooks on a day to day basis with prep work and other functions within the kitchen. This individual is expected to follow all safety and cleanliness regulations. Employees in this role are frequently exposed to hot water, potentially slippery floors, garbage disposals and cleaning chemicals.

**FRONT OF HOUSE - RESORT WORKER (NOT ELIGIBLE FOR END OF SEASON BONUS)** include the following positions:

**Busser/Server's Assistant** – This position is responsible in assisting the wait staff and our guests in a prompt, courteous, and professional manner, and additionally greet guests by offering them a warm, heartfelt welcome to the restaurant. The busser is expected to maintain the cleanliness of the restaurant by cleaning and resetting counters, assisting servers with beverage service by refilling beverages when appropriate.

**The Restaurant Cashier** is responsible to greet all guests entering the restaurant, providing information, and answering phones as necessary. This position appropriately and accurately submits guests' orders to the culinary team, and efficiently checking out all guests once order is entered.

**Retail Sales Associate – Retail Clerks** will run the cash register and assist guests with their purchases. Cashier duties include, but are not limited to, taking guest payment, making change, working on a computer, greeting guests, and other duties as assigned.

**The host/hostess** is responsible for greeting guests for breakfast, lunch and dinner as well as controlling the flow of guests to maximize guest service. Must provide warm and friendly conversation along and guest name recognition. Required to take reservations, provide accurate wait times and create seating charts.

**Typical Schedule:**

Weekdays, weekends and Holidays. Schedules change each week. A regular schedule during peak season can range from 35-56hs. p/week based on business needs. Employees should NOT expect to work Overtime.

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

In May/June, for season opening, students can expect to receive an average of 40hs/wk, but this is not guaranteed. More hours may be available after U.S. students return to school, but not guaranteed.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17.2

**Eligible for Tips:** No

**Estimated weekly wages including tips: \$688**

**Bonus: No**

*\* All figures above are pre-tax*

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

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

**Estimated maximum number of hours per week: 48**

**Potential fluctuation in hours per week:**

*Work schedules may vary based on business needs & staffing levels. Regular schedule during peak season ranges from 40-56 hours per week. The number of hours scheduled and/or worked, isn't guaranteed*

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

**Overtime Policy:**

*Yes, paid after 56 hours*

**Job-Specific Benefits:**

*Meal plan is \$98/week (3 meals /day) FREE Housing FREE Wi-Fi FREE Transportation FREE Activities 40% Retail Discount 20% Grocery Discount*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+: No**

**Previous Experience required: No**

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

**Description:**

*Will work mostly indoors unless outside events are organized. Standing on feet for entire shift. Conditions can be hot with a great deal of heavy lifting. Lifting, standing, walking, reaching, pushing, and crouching throughout work shift should be expected. Very physical job.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Other qualifications or conditions*

*Description:*

*- Previous experience in food preparation preferred - Must be willing to learn and be a self-starter - Able to work early morning and late evening shifts - Must be neat and orderly in appearance and work habits - Must be able to work under pressure - Must be able to lift up to 50 lbs - Must be reliable - Must be flexible and willing to work together with other people*

**Job Training required:** Yes

*Length of job training:*

*3-4 days*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Training is provided by the Company. All employees must attend Company and Housing Orientation including environmental, health and safety workshops.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniform shirt and jacket is provided for all positions. Khaki/tan colored pants will be required for this position ( no leggings, sweatpants, or jeans) Employees must bring comfortable black or brown non-slip shoes.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Hair should be clean, professional. Extreme styles are not permitted. Previously established facial hair is allowed up to 3/4 inch (2 cm) and must be neatly trimmed at all times. Daily shaving will be required. Tattoos must be in good taste and not offensive. Employees are expected to dress professionally and follow all reasonable personal care, including regular bathing to avoid offensive or excessive odors such as body odor and/or perfume and cologne. Jewelry must be professional in appearance.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Karaoke Nights or Talent Shows, Movie or Game Nights, Potlucks or Dinners, Shopping Trips, Sporting Events, Trips to Nearby/Major Attractions, Rodeo, 4th of July Fireworks, Camping*

**Additional Details about Cultural Offerings:**

*Trip to Jackson for town 4th of July celebration and rodeos, all meals are together in the Employee Dining Room, organized trips to Yellowstone National Park, and group hikes, bonfires, and camping.*

**Local Cultural Offering:**

Rafting, horseback riding, fishing, biking, National Park tours, kayaking, softball, movie nights. Employees can check the bulletin boards in near the Employee Dining Room (about upcoming activities. Employees can participate in activities based on availability and most are FREE!

## 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, including linens, laundry, Wi-Fi connectivity, employee activities, trips to Jackson, and all other employee services is FREE. Jackson Lake Lodge offers shared, dorm-style employee housing accommodations. Employees will share a room with 1-3 other roommates. Housing accommodations are located onsite. The dorms are within walking distance to work. Each employee receives his/her own bed, along with dresser and/or closet space, and shared bathroom down the hall. Although we allow employees to request a roommate(s), no placement is guaranteed, and depending on the time of the season in which you arrive, a roommate request may not be approved. Couples' housing is limited. Employees pay a Meal Plan of \$98 per week out of their paycheck to cover 3 meals a day. Cooking is not allowed in employee housing.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Free WiFi internet available at Employee Housing Village

Phone Service: Yes

Description:

House phones available at village office and rec hall

Kitchen facilities: No

Description:

Kitchen not available. Cooking is not allowed in employee housing.

Laundry facilities: Yes

Description:

Participants will need to bring their own detergent. Washers and dryers are provided.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

We provide dorm-style, employee housing accommodations. Employees will share a room with 1-3 other roommates. Housing accommodations are located onsite. The dorms are within walking distance to work locations. Each employee receives his/her own bed, along with dresser and closet space, and shared bathroom. Although we allow employees to request a roommate(s), no placement is guaranteed, and depending on the time of the season in which you arrive, a roommate request may not be approved.

**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: The dorms are within walking distance to work locations.*

*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: walking distance*

*Employer-Provided Transportation*

*Estimated commute time: Under 15 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Employer provided shuttle should not be used as a means of transportation to/from work. It is not reliable enough. This is provided for convenience and use during off-work times to explore the park and town*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Please fly into Jackson Hole, WY (JAC).*

*We will pick up students in Jackson, Wyoming only, either at the bus stop in town (Albertson's grocery store) or at the Jackson Airport (JAC).*

*Employees should arrive no earlier than 1 day before job start date and leave no later than 1 day after job end date. Please make sure to take into account the travel period and university start date when committing to a job end date.*

*Flights may be less expensive flying into Salt Lake City, however, you will also need to take a bus to Jackson, Wyoming at your own expense. Mountain States Express/Alltrans, Salt Lake Express or Greyhound are all bus options. The bus ride from Salt Lake can be a 6-10 hour ride and costs around \$75-80. [www.mountainstatesexpress.com](http://www.mountainstatesexpress.com), [www.saltlakeexpress.com](http://www.saltlakeexpress.com) or [www.greyhound.com](http://www.greyhound.com). **We Do NOT recommend this option** as the trip is long and uncomfortable.*

*Information on how to sign up for the FREE transportation shuttle will be available at [www.TetonEmployee.com](http://www.TetonEmployee.com)*

*Students must sign up at least 1 week before arrival, choosing the next available shuttle after your arrival time to Jackson (consider this might be the next day if you arrive late in the day)*

**Suggested Arrival Airport:**

*Salt Lake City International Airport, SLC, Over 50 miles*

Jackson, Wyoming, JAC, Less than 50 miles

**Estimated cost of transportation to worksite from suggested airports:** More than \$200

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Lexington Jackson Hole Hotel  
285 N. Cache St  
Jackson , Wyoming 83001  
\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

The following steps must all be completed before arrival:

- Complete online employment application in Success Factors system
- Complete New Employee Setup
- Complete Final Onboarding Form before arrival
- Complete housing application, accept housing allocation, sign housing license.
- Sign up for arrival transportation (at least 1 week in advance)

**Social Security Number:**

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

Details about how to apply for Social Security Number:

We provide transportation to the nearest Social Security office to apply for their Social Security Card.

Nearest SSA Office: Rock Springs , Wyoming , Over 50 miles

**Other:**

Wage Payment Schedule:

Participants are paid every two weeks by the payment option participants select at check-in. Options available are direct deposit (preferred method), paper check or pay card.

Meal Plan: Mandatory

Estimated Cost Per Day: \$14

Meal Plan Description:

Employees pay \$98/wk deducted from their pay, to cover 3 meals/day. Meal Plan is charged in advanced of the pay period, expect to have to backpay up to 2 weeks extra out of your first check.

Provide Certificates/Performance Evaluations: Yes

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Hair should be clean, professional and kept back from the face. Extreme styles (e.g. mohawks) are not permitted. Facial hair is allowed as long as it does not cause safety or sanitary issues. Fingernails should be clean and short or moderate in length and maintained in good condition. Tattoos must be in good taste and not offensive. One small nose stud is allowed. Up to two earrings in each ear is allowed. Employees are expected to dress professionally and follow all reasonable personal hygiene.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

- **Overtime** rate of wage x1.5 is paid after 56hs/week and students should expect that overtime hours will NOT be available.
- **Schedules** may include weekends, holidays, early or vary late shifts depending on the position.
- **Meal Plan or License Fees are charged in advanced** of the pay period. Expect to have to backpay upto 2 weeks extra out of your first paycheck (depending on arrival day). If you prefer, you may pay for the first few days/weeks with a credit/debit card when you check into housing.
- **The Meal Plan is mandatory.** No Exceptions. The employee dining rooms (EDR) serve a variety of meals including hot entrees and side dishes, salads, fruits, cereals, and beverages. Meals are served three times/day and vary by location.
- Due to the number of meals produced each day, **restricted diets, or sensitivities cannot be accommodated** (vegan or other restrictions). If you have dietary restrictions, we encourage you to apply for jobs at JHGTC, which provides housing with kitchens.

*The participant's employment with Employer is at all times "at-will" and nothing in this agreement is meant to change the participant's at-will status. This agreement does not guarantee the participant any certain number of hours and Employer may modify schedules at any time in its sole discretion based on business needs and demands. You will begin working on the start date of your job offer but depending on training your start date may be delayed a few days Hours, including the total number of hours scheduled and/or worked, are never guaranteed; hours can fluctuate drastically without warning due to changes in operating season, business levels, and weather.*

## COMMUNITY AMENITIES

***Walking Distance from Housing:***

*Fitness Center, Water Sports*

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

*Food Market, Post Office, Bank, Restaurants, Public Library*

***Unavailable:***

*Shopping Mall, Internet Cafe*