



GLACIER PARK

EAST GLACIER PARK, MT.

BELLPERSON – Botones

Host information

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.

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.

Offering a \$500 travel stipend paid on first check – applicable taxes apply.

\$14.50/day low-cost housing & meal plan at this location.

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

Site of Activity: Glacier Park by Pursuit Glacier Park Lodge

Parent Account Name: Pursuit

Host Address: 3 Going to the Sun Road St Mary, Montana, 59417

Nearest Major City: Kalispell, Montana, Over 50 miles away.

Placement information

Job description: Bell-staff are the welcoming party for Hotel guests. As such, are always ‘on-stage’ to ensure excellent and welcoming guest service, including; a quick, courteous and proper greeting of all arriving guests, open doors, escort guests to their rooms, carry luggage and assist with guest and guest service requests. Clean & maintain entry ways and lobby, public areas and rest rooms. Assists with other duties as requested.

- Arrives to work on time and in proper uniform.
- Quickly and personably meets & greets guests upon arrival.
- Escorts incoming hotel guests to rooms, assists them in handling luggage.
- Offers information pertaining to available services and facilities of their location hotel/lodge, points of interest and entertainment attractions.
- On opening room for guests, ensures it is in order and properly supplied and explains operation of heater, lights, etc.
- Builds and maintains fire in lobby and/or other hotel fireplaces.
- May drive luggage van to transport guests to and from train depot.
- Provides daily walking tour with narration, to groups and guests on history, location, points of interest, hours of service, etc.
- Continually observes, inspects lobby and public restrooms for cleanliness and maintenance issues.
- May deliver messages, extra towels, ice, rollaway beds and cribs, and run errands, etc. to guest rooms according to instructions from the front desk.
- Arranges tables and seating for special events.
- Tidies lobby throughout shift, empties ashtrays and waste receptacles throughout shift, checks public restrooms on the hour/every hour for neatness, trash, proper supplies and thorough cleanliness of hand basins and toilet areas, mirrors and floors.
- Maintains cleanliness of bell staff area, front porch, lobby and public areas.



- If and when scheduled as a lobby porter cleans and maintains all public rooms (meeting/convention rooms and other public areas).
- Cautions disorderly persons.
- Reports any unusual happenings, complaints or infraction of Company policy to Location Manager.
- Is an active member of the Emergency Action & Safety Teams and receives training from Company Fire Risk Manager in evacuation of hotel/lodge in the unlikely event of fire or other emergency.
- Adheres to all Company policies and regulations.

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 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: 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: 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

Overtime Policy: Yes, paid after 40

Job requirements

English Level required: Upper-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 & rafting the river and kayaking lakes. We also offer a fun-filled activities program for our team.



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 dorm-style. 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 distance to work. No cooking facilities are available in staff housing. All meals provided in Employee Dining Room (EDR). 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. In select areas only. Speeds may be slower than at home.

Phone Service: Yes. Phone access for emergencies and to contact CIEE is available in the manager/General Manager office. Cell phone service is limited in Glacier National Park. Verizon is the preferred service.

Kitchen facilities: Yes. No cooking facilities are available to staff. All meals are provided in the Employee Dining Room (EDR).

Laundry facilities: Yes. Shared laundry facilities are available on-site. No additional cost.

OCCUPANCY REQUIREMENTS FOR PROVIDED HOUSING:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

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: \$101.5

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: Housing is at work site

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-hour accommodation") is likely due to limited flights. Flying directly to Glacier is best for students arriving from Europe.
 - Arrivals **before 2:00pm (14:00)** should arrive 1 day (Sunday/Tuesday/Thursday) prior to your scheduled check-in date (see job offer). Please schedule a same-day shuttle with the People & Culture Department and remain at the airport until the shuttle arrives at approximately 2:00pm (14:00).
 - Arrivals **after 2:00pm (14:00 hours)** should arrive 2 days (Monday/Wednesday/Saturday) prior to your scheduled check-in date (see job offer). You must stay 1 night at a local hotel. Please schedule a next-day shuttle to the Park with the People & Culture Department.
- 2. East Glacier Park, MT Amtrak Station (GPK):** (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 traveling by train, plan to arrive one day before your work start date. Check out train tickets at www.amtrak.com.

Staff will report to the check-in room at Glacier Park Lodge for orientation prior to starting work. Orientation is held at **0900 on Tuesday/Thursday**.



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

Suggested Arrival Airport:

Glacier Park International Airport, FCA, Over 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

\$75 to \$100

Training and onboarding

Pre-Arrival Onboarding:

Yes

Participants will be asked to complete a profile in our application system for better communication as well as pre-arrival on-boarding for Payroll in ADP. Links and additional information provided post hire.

SOCIAL SECURITY NUMBER:

Require participants to apply for SSN

before arrival at worksite:

No

Details about how to apply for Social Security Number: The People & Culture team will schedule a Social Security visit for you approximately 2 weeks post arrival. Shuttle transportation will be coordinated with your Location General Manager and People & Culture.

Nearest SSA Office:

Kalispell, Montana, Over 50 miles

OTHER:

Wage Payment Schedule: You will be paid bi-weekly (every other Friday). Direct deposit to a company provided pay card is the preferred option (easy access to money during summer and at home). Pay may also be deposited into an American bank account if you have one.

Meal Plan:

Mandatory

Estimated Cost Per Day:

\$7.5

Meal Plan Description: Participants receive 3 meals a day (breakfast, lunch, dinner) during standard meal periods, plus access to drinks, snacks, fruit, and sandwich fixings in the dining room anytime between meals.

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