



## Aramark Togwotee Mountain Lodge - Housekeeper

### HOST INFORMATION

**Company Description:**

National Park **enthusiast?**

Do you dream of **discounts** throughout your program?

Read more to find out what we offer!

ARAMARK delivers experiences that enrich and nourish people's lives through innovative food, facility, and uniform services. United by a passion to serve, our more than 250,000 employees make a meaningful difference each day for millions of people around the world. ARAMARK is recognized among the Most Admired Companies by FORTUNE and World's Most Ethical Companies by the Ethisphere Institute. Learn more at [www.aramark.com](http://www.aramark.com) or connect with us on Facebook and Twitter.

**(TML):**

TML offers 88 guest rooms, dining at the Red Fox Saloon or Grizzly Grill, a Fireside Lounge and gorgeous views. We offer UTV rentals during summer and snowmobiling tours with over 600 miles of groomed trails and dog sledding onsite in winter. Several employees bring equipment to snowshoe, cross-country ski, and snowboard. Hiking opportunities are endless in the Bridger Teton National Forest, Wind River Mountains, Grand Teton National Park and Yellowstone nearby.

**Employee Perks:**

- **FREE Housing**
- **Employee discounts available on food & beverage, at the gift shop, and convenience store**
- **End of season bonus available**
- **Discounted summer activities like horseback rides, cookouts, whitewater rafting, and float trips**

Check out our YouTube playlist!

**Host Website:** <https://www.togwoteelodge.com>

**Site of Activity:** Aramark Togwotee Mountain Lodge

**Parent Account Name:** Aramark Leisure

**Host Address:** 27655 hwy 26 & 287 , PO Box 91 , Moran , Wyoming , 83013

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

### PLACEMENT INFORMATION

**Job Description:**

*This is a BACK OF HOUSE position. As part of the HOUSEKEEPING CREW you could be assigned to work as a:*

- HOUSEKEEPER
- LAUNDRY WORKER

*As a HOUSEKEEPER you are responsible for cleaning assigned lodge rooms and guest cabins, linens, hallways, carpets and other designated amenities in accordance with the highest cleanliness standards to ensure customer satisfaction. Primary duties include:*

- Removing and collecting linen for laundering and transporting them to designated areas.
- Ensuring all beds are made, all surfaces dusted, trash removed, carpets vacuumed, linens changed, and that bathroom sinks, tubs and toilets are cleaned. (Must be able to clean at least 10-15 cabins/rooms a day.)
- Cleaning public areas including lobby, restrooms, stairwells, hallways, conference rooms and offices; assist in cleaning employee housing and common areas.
- Using chemical-based products to clean tubs, sinks, counter tops, mirrors, toilets, door panels and shower curtains.
- Cleaning tile floors using brooms and mops.
- Replenishing supplies as needed.
- Transporting trash and waste to disposal areas.
- Ensuring rooms are completed and inspected in a timely manner.

*As a LAUNDRY WORKER you are responsible for maintaining the cleanliness of the facilities assigned to you. Primary duties include:*

- Operating washer and dryer equipment; monitoring cleaning materials supplies.
- Sorting, washing, drying, folding, and stocking all lodging and employee linen.
- Properly cleaning and maintaining housekeeping equipment.
- Stocking and organizing supplies.
- Performing housekeeping duties as needed; cleaning public areas to ensure guest satisfaction.
- Securing the housekeeping facility, ensuring building is locked/unlocked as required.

**\*\* All positions require employees:**

- Properly utilize all safety equipment; adhere to correct lifting and carrying techniques; review and follow weekly safety briefs.
- Be honest, dependable and forthright, having the ability to confidently work without direct supervision; maintain a positive attitude, always be willing to lend a helping hand wherever needed.
- Provide exceptional customer service skills when encountering guests to ensure a good positive representation of ARAMARK Parks & Destinations is demonstrated at all times.
- Know and comply with all company policies and procedures regarding safety, security, emergencies and energy.
- Report to work on time and in complete uniform at all times.
- Complete other duties as assigned.

**Typical Schedule:**

*The schedule will vary based on the business demand but a typical schedule could be 8am - 4:30pm for all Housekeeping positions, 5 days a week and 2 days off.*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$12

**Eligible for Tips:** Yes

*Some tips are possible, but not guaranteed.*

**Estimated weekly wages including tips:** \$480

**Bonus:** Yes

Employees who work until their agreed upon end date, are in good standing, and follow all housing check-out procedures will qualify for a \$300 end of season bonus.

\* 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:** 40

**Potential fluctuation in hours per week:**

Depending on the weather, business levels and holidays there could be a fluctuation of hours. The only time overtime is allowed is if approved by the department manager.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Meal plan at the EDR is \$100 bi-weekly 30% off meals at the restaurant and saloon 30% off all gift shop items that display a Togwotee logo 20% off other gift shop items Other discounts are provided

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

Position requires the ability to lift up to 50 lbs and carry up to 25 lbs. Must have the ability to bend constantly, accurately carry out instructions, able to do repetitive tasks and have an attention to detail. Ability to identify and communicate problems in English to the Lodging Manager and/or Housekeeping Supervisor.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

*Other qualifications or conditions*

*Description:*

*Togwotee Mountain Lodge has 33 lodge rooms/suites and 54 individual cabins; housekeepers are constantly on the move, whether going upstairs to clean lodge rooms, driving carts to the cabin area, or in the laundry room washing/drying/folding linens. Must be able to work on your feet for long periods of time. Other items to note: - While performing duties you are occasionally exposed to chemicals - Must be able to bend and lift. - Must be able to climb up and down stairs - Have an attention to detail, work hard and work as a team.*

**Job Training required:** Yes

*Length of job training:*

*1-2 days*

*Hours per week during training period: 8*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*All on the job training will take place after Orientation and will be with a supervisor or manager.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employees are expected to dress in the appropriate, clean and pressed uniform and present a clean and professional appearance. Hair must be clean, combed and well groomed at all times. Beards may not exceed two inches in length. Jewelry worn on the job must be not conflict with job related safety standards. - All positions require solid, non-slip, fully enclosed footwear. - Employees are issued uniform shirts; nametags must be worn while at work. - No sweat pants, spandex, or leggings.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*- Comfortable pants (Khaki or jeans-no fading/holes) and close-toed shoes are required. - Maroon/blue polo tops are provided. - Carhartt jackets provided (winter).*

## 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 Major City, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

**Additional Details about Cultural Offerings:**

We attempt to schedule employee activities monthly. This ranges from movie nights on property to day trips to visit Yellowstone National Park, or concerts, hockey games, or shopping in Jackson Hole. Employee activities are open to everyone, and requests are accommodated as much as possible.

**Local Cultural Offering:**

We do our best to plan cultural exchange nights throughout the season. Students are more than welcome to share their culture through food/potlucks, dance, and other get-togethers.

## 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:**

Employee housing consists of one two-story dormitory style building, with 6 supervisor apartments, and 24 double occupancy dorm rooms. Each dorm room can house up to two people. Each room has 2 twin beds, a bathroom (shower and toilet only), a sink, 4 drawers, and storage under each bed. Some rooms have televisions, but it is not guaranteed. Bed linens and towels are provided, but employees are welcome to bring their own if they wish. Wi-fi is accessible property wide; there is also an employee phone room on the 2nd floor (if calling outside of property, a phone card is required). Hygiene products are up to the student to purchase, as well as cleaning supplies and toilet paper. Smoking is prohibited inside Employee Housing. Smoking is only allowed in designated areas. At no point in time are Tenants allowed to smoke in guest areas on property or where they may be visible to guests. Designated areas are at least 25 feet from any building entrances, air intake ducts, windows, and/or bay doors. All cigarette butts must be disposed of in the appropriate trash receptacles and not tossed on the ground. It is illegal for any tobacco product (including cigarettes, cigars and e-cigarettes) to be sold to anyone under 21. In accordance with this legislation, Tenants who are 21 years of age may smoke in designated areas. Tenants who are under 21 may neither possess nor use tobacco in the Housing area or on Aramark managed properties. It is illegal for those of legal age to purchase or provide tobacco products for those under the age of 21. Distribution, sale or providing tobacco to minors is expressly prohibited. Failure to follow these guidelines will result in disciplinary actions and possible loss of housing privileges.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Wi-fi is accessible property wide.

Phone Service: No

Description:

On the 2nd floor of the dorms, there is a phone for everyone to use which requires a phone card to call outside the property. Students can also go to the HR office to call CIEE.

Kitchen facilities: No

Description:

Participants meals are included. There is also an Employee Recreation Room that has a kitchenette and is open to employees 24/7.

Laundry facilities: Yes

Description:

Laundry facilities are open to both employees and guests, and are coin operated (\$1.50 for washing/ \$.25 for every 10 minutes to dry).

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

*Rooming Arrangement Description:*

*Hourly employees have the option to live on property, as availability permits. Housing includes coverage of /utilities (water, electricity, cable, internet) . Employee rooms are dorm style: two individuals per room with a bathroom in each room. Each room has 2 built-in twin beds and some rooms have a chair, a small table/counter space. There is no rent fee, however, condition of dorm room upon check out will determine if student is eligible for an end of season bonus.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: No*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$200*

*Description:*

*When the housing manager checks in each employee to his/her room, a cash deposit of \$200.00 is required. The due date for housing deposits will depend on each employee's check-in date, the deposit is due at the time of check-in.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*At the end of each season, if there is no damage to the room, the security deposit will be returned to the employee at the time of check-out. Smoking in the room is an automatic loss of the security deposit, and the employee is responsible for further clean up fees if any are required.*

*Details About Deposit Refund:*

*The deposit will be refunded to the student at the time of check-out.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Less than 1 minute walking, maybe 200 yards.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Please email us your arrival information **at least 2 weeks** before you depart for the USA or as soon as possible. Please book your flight into Jackson Hole Airport in Wyoming. Typically, the earlier you purchase, the less expensive. You may also look into flying into Salt Lake City and catching the Salt Lake City Express to Jackson. [www.saltlakeexpress.com](http://www.saltlakeexpress.com) or (800) 356-9796.*

*Arriving on Wednesdays is the best date due to your Orientation start date on Thursdays.*

*We will schedule a shuttle pickup to take you from the airport to Togwotee Mountain Lodge based on your flight information.*

**Suggested Arrival Airport:**

*Jackson Hole Airport, JAC, 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:**

Super 8 by Wyndham Jackson Hole  
750 South, US-89  
Jackson , Wyoming 83013  
307-733-6833  
\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

You will be sent a link to the Aramark job application before your arrival. It is very important to start the application and onboarding process before you arrive. If it's not completed before your arrival, it can affect when you start working.

**Social Security Number:**

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

Details about how to apply for Social Security Number:

Togwotee Mountain Lodge will transport all students to & from the the Social Security office in Riverton, WY within their first week of arrival to Wyoming.

Nearest SSA Office: Riverton , Wyoming , Over 50 miles

**Other:**

Wage Payment Schedule:

Participants will be paid bi-weekly and they have the option of a paycard or direct deposit.

Meal Plan: Optional

Estimated Cost Per Day: \$8

Meal Plan Description:

The OPTIONAL meal plan is \$100/pay period (\$50/week), and it covers three meals a day.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

*Grooming Requirements:*

*Employees must present a neat and clean appearance with no strong smells, including due to perfume, cologne or body odor; jewelry should be kept to a minimum or you may be asked to remove jewelry deemed excessive or inappropriate by your manager; employees must comply with all applicable safety, health and sanitation guidelines, including those established by ARAMARK Safety & Risk Control. You may also be asked to cover visible tattoos when customer facing.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

*Togwotee Mountain Lodge has 33 lodge rooms/suites and 54 individual cabins; housekeepers are constantly on the move, whether going upstairs to clean lodge rooms, driving carts to the cabin area, or in the laundry room washing/drying/folding linens. Must be able to work on your feet for long periods of time. Specific property and job-related policies are covered in Orientation.*

## COMMUNITY AMENITIES

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

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