



Beaver Run Resort and Conference Center - Front Desk

HOST INFORMATION

Company Description:

Beaver Run Resort is located in Breckenridge, Colorado - the heart of the Colorado Rocky Mountains. Nestled between the mountains you're just a few steps away from the ski slopes in the winter and the hiking trails in the summer. Beaver Run is the largest conference center in Breckenridge with the most scenic views and the most professional team, services, and amenities.

Breckenridge is a celebrate everything kind of town. Which means there's always something fun going on. From hundreds of Santas in a race down Main Street, Parades, Festivals, and more. Stroll our charming Main Street, hit the hiking and bike trails, enjoy dining,

Snow starts to fall in Breckenridge from October until approximately the end of May. The average temperature during winter is 30°F during the day and 19°F at night.

Breckenridge's packed summer calendar brings people together around bikes, hikes, rafting, history, art, and music. The average temperature during summer is 72°F during the day and 56°F at night.

At 9600 feet, the air here is "thin", meaning it contains less oxygen. Altitude sickness is a common issue for people who visit here. Symptoms of mild, short-term altitude sickness usually begin 12 to 24 hours after arriving at high altitude.

Employees get a 50% off of meals!

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

Site of Activity: Beaver Run Resort and Conference Center

Parent Account Name: Beaver Run Resort and Conference Center

Host Address: 620 Village Road Breckenridge , Colorado , 80424

Nearest Major City: Denver , Colorado , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

The Front Desk Agent plays a critical role in our guests' experience. This position is often times the first point of contact for our guests. The duties of the job include, but are not limited to check-in and check-out of guests, posting to guest folios, handling of cash and balancing banks, and operating the hotel's property management, key, and computerized systems.

Qualifications: Excellent communication verbal and written skills - English, Able to provide friendly professional service.

Typical Schedule:

The schedule will be based on business trends working 5 days per week, 8 hours shifts, up to 40 hours per week.

Seasonal changes to job duties or available hours: Yes

Scheduled hours will be based on business trends.

Drug Test required: No

COMPENSATION

Hourly Wage: \$20

Eligible for Tips: No

Estimated weekly wages including tips: \$700

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 are scheduled according to business needs.

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

Overtime Policy:

Yes, paid after 40 hours

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: No

Dress Code: Yes

Description:

Black shoes, black pants. A shirt is provided.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events, Company Parties, Potlucks or Dinners

Additional Details about Cultural Offerings:

At Beaver Run Resort (BRR) we host several company parties and holiday events throughout the year.

Experience Breckenridge - <http://gobreck.com>

Local Cultural Offering:

If you're looking for a reason to celebrate, you'll find one in Breckenridge. There are festivals, competitions, and events worth attending! Ullr Fest, International Snow Sculpture, Independence Day, Octoberfest, Film Fest, and more.

Experience Breckenridge - <http://gobreck.com>

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:

- Each unit houses 2-6 people based on the number of bedrooms in the unit. - Rent is deducted through payroll on a biweekly basis at a rate of 50% of the total monthly rental rate. - Each unit is equipped with twin bunk beds. Each tenant will receive one set of sheets and one pillow. - Each unit has shared bathroom(s) with shower and/or tub, and closet space. - Kitchens have microwaves, stoves, a refrigerator, basic cooking utensils, cookware, dishes, and eating utensils. Each apartment has a vacuum. - Termination from your position will result in eviction, you will have three days to vacate housing. - One key will be issued to each tenant upon check-in. Lost keys may result in a \$50.00 charge. - Additional charges may be applied to tenants' account for damages that are considered malice or not within the scope of normal wear and tear within a unit, i.e. food and other items put in the toilet, sink, or shower. - You will need to get a PO Box or Mail Box at the UPS store if you wish to receive parcel mail while you stay here. US Postal Service (USPS) Mail is Not accepted at Kings Ridge Condominiums. The only mail Beaver Run Resort can accept on your behalf is your Social Security Card. Employees have two options to receive mail: 1. United States Post Office located at 305 S Ridge St, Breckenridge, CO 80424 (By Breckenridge Market.) Take your lease and ID and they will allow you to get general delivery mail (c/o your name) there for free and sometimes can offer a free box if available. 2. UPS Store (Private, non-government entity.) Located at: 400 N Park Ave Ste #10-B, Breckenridge, CO 80424 (By City Market). Call for details on price and requirements to open a box: (970) 453-8080. Packages shipped through FedEx or UPS can be shipped and delivered to Kings Ridge Condominiums at: 605 Kings Crown Road, Breckenridge, CO 80424 - Every unit will be inspected each month. You will receive a notice at least 72 hours before your inspection with the date and time. - All Employee Housing apartments are smoke-free. This policy includes e-cigarettes and the like. Smoking tobacco and ecigarettes are only permitted in our designated smoking area. You may not smoke marijuana anywhere on the property - including outside of the building. You must adhere to all posted signs regarding smoking prohibition. Colorado law states that no smoking is permitted within fifteen feet of an entrance. Smoking outside of emergency exits is prohibited. - The unlawful or unauthorized use, abuse, solicitation, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol by any individual residing in Employee Housing is strictly prohibited. - While living in employee housing, you will have roommates. - When you have an unoccupied bed in your unit you should always anticipate the arrival of a new roommate. When possible, the Housing Team will attempt to give you at least 24 hours notice of a new roommate. - A guest is defined as a person(s), welcomed by a

tenant for the purpose of occasionally visiting the tenant's unit. Guests must be 18 years of age or older unless prior approval is granted from the Housing Team or Human Resources. Limited visitation is permitted outside of quiet hours. Guests are NOT allowed in your unit during quiet hours (10 PM – 9 AM). - Employees are not permitted to have pets or animals of any kind, exotic or domestic. If a pet is discovered, a fine will be applied to your account and further disciplinary action up to eviction may result. Including but not limited to dogs, cats, fish, insects, mammals, crustaceans, invertebrates, birds, snakes, rats, mice, geckos, chameleons, and tarantulas.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

All units include basic furnishings throughout including a TV. Wi-Fi (internet) is included.

Phone Service: Yes

Description:

Reliable cellular service is provided through Verizon or At&t. Participants have access to public landline phone throughout the resort.

Kitchen facilities: Yes

Description:

Kitchens are accessible in each of the housing units.

Laundry facilities: Yes

Description:

Laundry facilities are located on level 1. Machines are coin operated or you can pay with a credit card or through an app. You must supply your own laundry detergent.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 2 - 6

Rooming Arrangement Description:

Yes, you can request to live with your friend of the same gender. Floors/rooms are gender specific

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$300

Description:

A \$300 deposit is due upon arrival at check-in. Rent is \$600 per month and deducted through payroll on a biweekly basis at a rate of 50% of the total monthly rental rate. The first two weeks of rent may not line up with our payroll schedule, you may need to pay extra days of rent to catch up.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Your security deposit refund will be issued within 60 days of your move-out date. Any damage, cleaning, and/or maintenance charges will be deducted from your deposit.

Details About Deposit Refund:

Security deposits are refunded via paycheck which may be direct deposited. If you need it mailed, ensure that we have the most up-to-date mailing address on file.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Employee housing is located on Beaver Run Resort property

ARRIVAL INFORMATION

Arrival Instructions:

Participants are required to arrange their own travel. Beaver Run recommends flying into Denver International Airport (DIA) and taking a bus to Breckenridge (travel time is 2 hours) The cost of a one-way bus ticket to Breck is approximately \$80.

When you arrive in Colorado, you will be required to get a Social Security Number. You will need to attend an appointment with the Social Security Administration office no sooner than 2 days after your U.S. arrival. If your flight arrives on a Saturday or Sunday, plan on staying the weekend/night in Denver. Then once your SEVIS is active, go apply for a social security card.

- Bus options: Bustang: 1-800-900-3011 <https://ridebustang.com> , Peak 1 Express: 1-855-467-3251 <https://mountainshuttle.com>
- Check-in is located at Human Resources Monday – Friday 9 am - 3 pm
- The Social Security Office is located at: 13151 W Alameda Pkwy, Lakewood, CO 80228 Phone: (800) 772-1213
- Send flight details to Marietta Henley @ mhenley@beaverrun.com

Suggested Arrival Airport:

Denver International Airport, DIA, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

11th Avenue Hostel
1112 Broadway
Denver , Colorado 80203
<https://www.11thavenuehostel.com/>
1-303-894-0529
\$100 to \$150

Hostel Fish
1217 20th St
Denver , Colorado 80202
<https://hostelfish.com>
1-303-954-0962
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

Address: 13151 W Alameda Pkwy, Lakewood, CO 80228 Phone: (800) 772-1213 You will be required to provide a mailing address: Beaver Run Resort, PO BOX 2115, Breckenridge, CO 80424. The following link is the form you will fill out in at the Social Security office. If you have this completed before you get to the SS office, it should make the process faster. <https://www.ssa.gov/forms/ss-5.pdf>

Nearest SSA Office: Denver , Colorado , Over 50 miles

Other:

Wage Payment Schedule:

• Paydays are bi-weekly, on the Friday following the pay period end. • All pay is deposited electronically and employees may choose between a debit card or direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Your department supervisor/manager will provide you with detailed information on how you are expected to present yourself. • Hair should be clean and professional • Facial or visible body piercings may not be permitted in some position • Tattoos are acceptable, except on the face area, and not offensive • Footwear is expected to be in good condition and appropriate for their position. • Uniforms – Beaver Run Resort will issue uniforms and hats if it is required for the position

Second Job Availability: Yes, likely

Applicable Company Policies:

Our goal is to create a warm, enjoyable atmosphere for each guest fostered by an efficient, hospitable, and caring staff committed to providing memorable experiences that meet or exceed our guests' expectations. In the hospitality business, one element of success depends upon providing a consistent, yet personal, experience for all of our guests. This can be accomplished through your dedication, enthusiasm, cooperation, initiative and support.

- Smoking, vaping, and the use of other tobacco products in the workplace are prohibited except in those locations that have been specifically designated as smoking areas.
- Schedules are determined by department managers on a periodic basis, usually weekly. Your manager will show you the location of where work schedules are posted.
- Punctual, regular attendance is vital to the proper functioning of a workplace and is, therefore, a condition of continued employment.
- The unlawful or unauthorized use, abuse, solicitation, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on the premises of Beaver Run Resort, while conducting business for Beaver Run Resort (whether or not on the Beaver Run Resort premises) or while representing Beaver Run Resort, is strictly

prohibited. Employees and other individuals who work at Beaver Run Resort also are prohibited from reporting to work or working while they are using or under the influence of alcohol, or under the influence of any drugs or controlled substances, except when the use of the drugs or controlled substances is pursuant to a licensed medical practitioner's instructions, the licensed medical practitioner has authorized the employee or individual to report to work while under the influence of the drugs or controlled substances, and the employee's awareness and skills are not impaired as we may reasonably determine through simple observation.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

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