



## Capitol Reef Resort - Front Desk

### HOST INFORMATION

**Company Description:**

**Benefits and Perks:**

- FREE Horseback riding
- FREE Llama trips
- Hiking and Jeep Tours of the area!

Just one mile from Capitol Reef National Park, you can explore almost **100 miles of natural wonders**, including cliffs, canyons, domes and natural bridges. From Hickman's Bridge and Fishlake National Forest to Anasazi State Park and the Prehistoric Petroglyph, there are many other stunning sights to see and they're all within about an hour of this work site. Additionally, enjoy easy access to all the area's parks, where you can delight in hiking, backpacking, canyoneering and participating in photo tours. Love outdoor adventure? Our property puts you in the perfect location, as we're situated in the Grand Circle of National Parks – plan a day trip to the Grand Staircase, Bryce Canyon National Park, Canyonlands National Park or Zion National Park. Situated right off of Highway 12, enjoy exploring so many more attractions and being able to easily get where you're going when working at this Torrey, UT hotel.

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

**Site of Activity:** Capitol Reef Resort

**Parent Account Name:** Charlestowne Hotels

**Host Address:** 2600 E Highway 24 Torrey , Utah , 84775

**Nearest Major City:** Richfield , Utah , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

Answer the phone at the front desk to respond to current and prospective guests' needs.  
Book reservations for individuals, families and groups as required.  
Greet walk-in guests and guests with reservations when they arrive at the front desk.  
Schedule special services, such as spa treatments, when guests inquire.  
Refer guests to local amenities and venues.  
Communicate guests' requests and complaints to the appropriate department.  
Other duties as assigned.

**Typical Schedule:**

You may work a variety of hours as needed with scheduled days off.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$560

**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:**

*People Call in Sick or if a shift needs covered due to call offs.*

**Average number of hours per week reached by last year's seasonal employees:** 45

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Housing on-site, beautiful location.*

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Must be able to lift/push/pull at least 25 pounds*

*Standing for entire shift*

*Handling cleaning chemicals*

***Job Training required:*** Yes

*Length of job training:*

*2 Weeks*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Training Check List completed by supervisor.*

***Need to wear uniform:*** Yes

*Uniform Policy:*

*You must provide Black Pants and Shoes. Shirts are provided by us.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

***Dress Code:*** Yes

*Description:*

*While working, all employees must be in uniform and well groomed. Small tattoos and moderate piercings are OK as long as they are not offensive.*

## CULTURAL OPPORTUNITIES

***Types of Cultural Opportunities:***

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

***Additional Details about Cultural Offerings:***

*There are a lot of outdoor activities you can take advantage of on their days off! Most of these can be arranged with local outfitters and we will be more than happy to assist if there is interest.*

***Local Cultural Offering:***

*There are local vendors on the weekends where you can buy fresh local products as well as Hand Made local fare. We can also transport you to Capitol Reef National Park so that you may enjoy many of the hikes the park has to offer.*

## 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:**

There will be 3 units that will house 8 people each. Each unit will have 4 bedrooms with 2 beds in each bedroom. There will be a 1000 sq. ft. common area with a full kitchen for cooking. You are encouraged to buy your own cooking and eating supplies, but there are some from previous students available to use. TV and wifi are provided. Laundry facilities are available. Linens will be provided for the beds.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

We have gigabit service to the resort

Phone Service: Yes

Description:

ATT Service works best but most all phones can now make calls over wifi.

Kitchen facilities: Yes

Description:

There are 2 stoves 3 refrigerators 2 microwaves a large 60 inch TV.

Laundry facilities: Yes

Description:

There are washers and dryers for you to use.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Rooms can be co-ed at your request as well as requesting to live with partners or friends.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

The Deposit will be taken out of your check and you may request a one time payment or 4 payments over 4 paychecks.

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Housing must be clean and no damage.*

*Details About Deposit Refund:*

*The housing Deposit will be returned on your last paycheck.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is within a 5 minute walk to any work site on the property.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*You only have the option of flying into Salt Lake City International (SLC) where you will be picked up by an arranged shuttle service (approximate travel time 3.5-4 hours). There is no cost for this shuttle. You MUST email your arrival information to Duane R. Dasse who is the General Manager of the Resort at least 4 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to you prior to your departure. We suggest that you try to arrange your flights to arrive between 8:00 AM and 8:00 PM.*

**Suggested Arrival Airport:**

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

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*La Quinta Inn & Suites Salt Lake City Airport*

*Wiley Post Way, Salt Lake City, UT*

*Salt Lake City, Utah 84116*

*[https://www.wyndhamhotels.com/laquinta/salt-lake-city-utah/la-quinta-salt-lake-city-airport/overview?](https://www.wyndhamhotels.com/laquinta/salt-lake-city-utah/la-quinta-salt-lake-city-airport/overview?CID=LC:LQ::GGL:RIO:National:53455&iata=00093796)*

*CID=LC:LQ::GGL:RIO:National:53455&iata=00093796*

*(801) 366-4444*

*\$100 to \$150*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding: No**

**Social Security Number:**

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

*Details about how to apply for Social Security Number:*

*If you do not have your social security card, you will be taken to the social security office via shuttle service and help will be provided.*

*Nearest SSA Office: St. George , Utah , Over 50 miles*

***Other:***

*Wage Payment Schedule:*

*You are paid Bi Weekly and we require you to have a bank account to utilize direct deposit. Wells Fargo is recommended for banking.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Capitol Reef Resort requires that all employees be neatly groomed and wearing the appropriate clothing while on shift.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*We have an extensive employee handbook for each student that you will receive upon arrival.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Fitness Center*

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

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

***Unavailable:***

*Shopping Mall*