



WORK & TRAVEL USA

Glacier International Lodge - Front Desk Agent

HOST INFORMATION

Company Description:

We are located just 30 minutes from Glacier National Park in Kalispell, the center of the beautiful Flathead Valley. You can expect exposure to the best parts of the American west – the mountains, lakes, rivers, people, and the wonderful hospitality of Montana! The Glacier International Lodge is a new hotel in Kalispell where you will be able to take in all the action that a National Park can provide while living amongst fabulous sunsets, taking advantage of perfect 75-95 F weather, and join an amazing team! If you love to explore and recreate in the great outdoors this is a must visit location. It's an ideal place to work and play!*

Host Website: <https://glacierinternationallodge.com/>

Site of Activity: Glacier International Lodge

Parent Account Name: Glacier International Lodge

Host Address: 4150 U.S. Route 2 Kalispell , Montana , 59901

Nearest Major City: Kalispell , Montana , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Greeting guests as they enter the hotel. Checking guests in and out. Ensuring that all guest information is correct including their billing in the computer system. Making guest reservations, answering phones, facilitating guest requests, working with co-workers in a team oriented environment. Must have good communication skills and be comfortable communicating with guests. Must be good at multitasking and have good computer skills.

Typical Schedule:

6am until 2pm, 7am until 3pm. 12pm to 8pm and 3pm to 11pm.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16.5

Eligible for Tips: Yes

This position does receive tips sometimes. Tips are given directly to the agent and are not shared.

Estimated weekly wages including tips: \$660

Bonus: Yes

We offer seasonal bonuses for our staff who work their out their contracts in full. The bonus is \$2 per hour for every hour worked during the summer season.

** 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: 45

Potential fluctuation in hours per week:

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Minimal lifting is required up to 25lbs.

Standing for entire shift

Need to wear uniform: Yes

Uniform Policy:

We provide a top and staff are responsible for black pants and black shoes.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Dress code is the same as the uniform policy

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Enjoy all that Montana and the USA have to offer. You will experience a summer in one of the top tourism destinations of the U.S. Participate in hiking, biking, wildlife viewing, rafting, swimming and all other outdoor activities that this area has to offer.

Local Cultural Offering:

Local parades and events include Heritage Days in Columbia Falls, the 4th of July fireworks display, and a visit to a Native American reservation.

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:

You will share a home with about 12 total occupants of both genders. Maximum occupants of any one room will be 3 of the same gender. WIFI is provided and a television is available. There is a full kitchen including cooking utensils and dishes. Bathrooms are shared. Housing is located in Kalispell, Montana or Evergreen, Montana. All students will be picked up at about 7:30 each morning and dropped off again at about 5 PM.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

WIFI

Phone Service: Yes

Description:

Land Line, Cell service is available for personal cells.

Kitchen facilities: Yes

Description:

Full kitchen with dishes and cooking utensils

Laundry facilities: Yes

Description:

Washer/dryer is provided

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Housing is co-ed, with single sex rooming arrangements. Bathrooms are co-ed. We will always try to accommodate same-sex roommate requests, but it may not always be possible.

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: No

Transportation to Worksite:

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: Van trip each day at the beginning and the end of the work day

ARRIVAL INFORMATION

Arrival Instructions:

You should arrive by plane to Glacier Park International Airport (FCA). Located In Kalispell, MT. Alternative arrival arrangements can be made by Amtrak train to Whitefish, Montana. Most train arrivals will fly to Seattle, Washington, although it is possible to travel from Chicago, Illinois.

Transportation to and from the train depot or the airport is provided by the company at no charge. In the event of a late arrival. Upon arrival and depending on the time, you may spend your first night in the hotel complimentary.

Suggested Arrival Airport:

Glacier Park International Airport, FCA, Less than 10 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Glacier International Lodge
4150 US Highway 2E
Kalispell , Montana 59901
<https://glacierinternationallodge.com/>
406-751-9000
\$75 to \$100

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:

You will be driven to the Social Security office by staff of the company in a company vehicle.

Nearest SSA Office: Kalispell , Montana , Less than 10 miles

Other:

Wage Payment Schedule:

Every other Friday by direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No visible tattoos, no facial piercings except for ears, regular hygiene and tidy, natural hair are required. Black slacks and black non-skid shoes are required attire. Uniform tops will be issued by the company.

Second Job Availability: Yes, likely

Applicable Company Policies:

Most work days will start around 8 AM and last until about 4:30 PM. All staff take a paid morning break from 10 AM to 10:10 AM, and we clock out for a 30 minute lunch break each day. Housing policies are designed to respect the privacy and comfort of all employees. Quiet hours will be enforced and no alcohol or drugs will be permitted in company housing.

COMMUNITY AMENITIES

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

Shopping Mall

Unavailable:

Public Library