



Jay Peak Resort - Housekeeper

HOST INFORMATION

Company Description:

PERKS OF THE PEAK Disc Golf, Golf, Music, Climbing, waterpark, and hiking! and we haven't even left our campus yet. In and around the Jay Peak region of Vermont you'll find plenty of both nook and cranny for you to explore on your own or with a group. We think it's the best of all possible worlds and we have a feeling you will too. Our employee perks list includes free rentals, free gym access, cheap Indoor Waterpark entry and much more.

Exclusively for CIEE students - cultural activities and trips to Burlington, VT will be provided.

This is where we're supposed to give you a quick introduction about working at Jay Peak. Except, there's nothing quick about what your experiences will be or what our expectations are. In summary, we will expect you to work hard, to help fellow teammates, to service the guests and to have fun. In return, we will pay you fairly, let you know that (and more importantly, make you feel that) you are valued.

WHY WORK AT JAY PEAK?

We're a team of good-natured folks at the heart and soul of a growing resort community. Our coworkers are our friends, so we happily go the extra mile for each other and our guests. We're rewarded fairly for our collective efforts and encouraged to pursue individual goals. We're a family - on that gets to choose its members.

Host Website: <http://www.jaypeakresort.com/employment>

Site of Activity: Jay Peak Resort

Parent Account Name: Jay Peak Resort

Host Address: 830 Jay Peak Road Jay, Vermont, 05859

Nearest Major City: Burlington, Vermont, Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Housekeepers work in a variety of 1-5 bedroom condominium and hotel units. Responsibilities include maintaining the highest quality for keeping our condominiums and hotel rooms cleaned. Individuals must have the ability to take direction and work independently in a fast paced environment. Some heavy lifting required. Detail oriented, dedicated and dependable and must be able to work any weekday, weekend or holiday shifts scheduled.

KEY JOB RESPONSIBILITIES:

- Hotel Jay Housekeepers start at 7 AM and end around 3:30 PM or 5 PM. Total hours per week averages 35-40. Weekend and holiday hours required.
- Condo Housekeepers start at 9:30 AM and end around 5:30 or 6:00 PM. Total hours per week averages 35-40. Weekend and holiday hours required.
- Hotel Jay duties will include, but not be limited to:
 - Cleaning the lobby in the morning & afternoon
 - Cleaning bathrooms, vacuuming, dusting, watering plants, etc.
- Busiest days are Friday and Sunday
- Condo duties will include, but not be limited to:
 - Traveling by van to condo sites
 - Stocking vehicles and cellars with linens as needed
 - Cleaning using a vacuum or carpet cleaner
 - Handling firewood, cleaning fireplaces
 - Cleaning ovens, floors, ceramics, etc. Floor cleaning is performed on hands and knees.
 - May be required to shovel snow on occasion (during winter season)
- Both positions will be required to handle cleaning chemicals. Employees are instructed in safe handling of these chemicals and this policy will be strictly enforced.
- These positions require that employees go in and out of vehicles and buildings on a frequent basis in many weather conditions that can be challenging. Proper footwear is essential to the safety of the employee and our policy regarding proper footwear will be strictly enforced.
- Both positions require that employees wear and maintain clean uniforms and name tags.
- Must have a professional and courteous attitude towards guests, other employees and the general public at all times.
- All other duties as assigned by your supervisor.

Typical Schedule:

- Hotel Jay: start at 7 AM and end around 3:30 PM or 5 PM. Weekend and holiday hours required. - Condo: start at 9:30 AM and end around 5:30 or 6 PM. Weekend and holiday hours required.

Drug Test required: No

COMPENSATION

Hourly Wage: \$17

Eligible for Tips: No

Estimated weekly wages including tips: \$544

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

You will be working weekends, holidays, and vacation periods. There may be periods of slower times with less hours, and more hours during the busier times of the Summer (July & August).

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounts on food and rentals!

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

- Ability provide excellent customer service to our guests. - Ability handle more than one task, simultaneously in a calm manner
- Must arrive to work on time and follow our strict attendance policy - Ability to lift 30 to 45 lbs on a daily basis, while climbing stairs, indoors and outdoors. Must be able to bend from the waist, kneel, squat, reach, walk and climb stairs throughout the day. - Must be respectful and follow the direction of the Team

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

First week and on-going if needed

Hours per week during training period: 10

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

All positions require that you wear comfortable non-slip, closed toed shoes such as sneakers or boots.

Cost of uniform: \$1

Uniform laundry: Provided at no cost

Dress Code: *No*

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Karaoke Nights or Talent Shows, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Movie or Game Nights, Potlucks or Dinners, Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Free Season Pass, Discounted Rentals

Additional Details about Cultural Offerings:

All employees receive free access to the gym and \$10 entry to the indoor water park. Additional discounts, cultural activities and trips to Burlington will be provided!

Local Cultural Offering:

Activities and festivals are happening all the time in the Summer in and around Jay Peak and in Burlington. There are several concerts that come to Jay Peak, along with the golf, disc golf, waterpark, hiking, there are endless things to do!

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:

Housing is provided on-site within the resort property about a 1/2 mile for the main resort area (shuttles are available on the resort property). There are two housing options. Housing is divided among students on a first come, first serve basis. There will be approximately 20 students per location. Housing is \$250/month (approximately \$62.50/week). The first location includes the following: -typically 4 students per room with individual beds. The beds are bunk bed style. -rooms are by single gender, no couple rooms provided -mini fridge and bathroom in each room -common room, dining room and commercial sized kitchen -Kitchen includes 3 fridges, 1 freezer and an industrial stove/oven -on-site laundry and WIFI are provided. Do to the remote nature of the location, WIFI may be sporadic at times. The second location includes all of the same information except that each set of two rooms gets their own kitchen space.

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

WiFi is provided, however, due to the nature of the location, at times it can be in and out.

Phone Service: Yes

Description:

There is WIFI and cell phone service, and WIFI at the resort.

Kitchen facilities: Yes

Description:

One housing location's kitchen includes 3 fridges, 1 freezer and an industrial stove/oven. Other housing location allows each set of two rooms get their own kitchen space.

Laundry facilities: Yes

Description:

Free on-site laundry is provided.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 2 - 6

Rooming Arrangement Description:

- 4 students to a room with individual beds (bunk bed style) - Roommates can be arranged, as long as it is the same gender. Make sure you email employer ahead of time. - Rooms are single by Gender, no couples rooms are provided - Mini Fridge and bathroom in each room (in one of the houses). - There are only 2 rooms that can fit 6 students.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$62.5

Housing Cost Deducted from Paychecks: No

Description:

Participants will pay monthly with card or cash.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

A housing deposit is due upon arrival, housing must be left in clean and good condition. You must also stay until your agreed upon ending date. Following departure, depending on your rooms conditions, the deposit will be returned.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

You must stay until your agreed upon ending date. Following departure, depending on your rooms conditions, the deposit will be returned. Housing must be left in clean and good condition.

Details About Deposit Refund:

Speak with your employer regarding housing deposit return.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is a 1/2 mile from the resort property.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: Your employer will schedule free arrival, departure, weekly grocery and scheduled trips. If students want other travel, they must call: Jay Way Jitney (802) 323-4252 at the cost of the student.

ARRIVAL INFORMATION

Arrival Instructions:

You must email Justin (jleyva@jaypeakresort.com) and copy Paul (ppanneton@jaypeakresort.com) and to review arrival information and arrange pick-up. Employer will pick up Monday- Thursday .

Employer will pick up on weekends, but try and arrive Monday-Thursday.

We suggest that you fly into Burlington International Airport (BTV). If you fly into another airport you can take a bus or train to Burlington where we will arrange to pick you up.

Burlington airport: <http://www.btv.aero/>

Greyhound bus station: <http://locations.greyhound.com/bus-stations/us/vermont/burlingt-transit-ctr/bus-station-30021>

Suggested Arrival Airport:

Burlington International Airport, BTV, Less than 25 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 and Suites

South Burlington

South Burlington , Vermont 05403

https://www.lq.com/en/hotels/vermont/south-burlington/south-burlington?cid=local_2036

\$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:

A Jay Peak Representative will accompany students to the SS office.

Nearest SSA Office: Burlington , Vermont , Less than 50 miles

Other:

Wage Payment Schedule:

Every two weeks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Always arrive to work looking clean and presentable - when you look good, we look good.

Second Job Availability: Yes, likely

Applicable Company Policies:

For a copy of our full Employee Handbook, please [click here](#).

COMMUNITY AMENITIES

Walking Distance from Worksite:

Post Office, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

Food Market, Shopping Mall, Bank, Public Library