

Yellowstone Club

Housekeeper
Big Sky, MT



Company Biography

Yellowstone Club is an elite 13,600 acre private residential community set amidst the grandeur of the Rocky Mountains, near the northwest corner of Yellowstone National Park and the mountain town of Big Sky, Montana. The Club's superior amenities, Montana charm, and overwhelming natural beauty present an incomparable venue for mountain living, year-round recreation, and creating cherished family traditions for our members and employees alike. Our members enjoy the spectacular beauty of the world's only private ski and golf community and the benefits of membership in this exclusive one-of-a-kind club. Yellowstone Club strives to hire enthusiastic, personable, and professional employees to join us at our unique private ski and golf community. Opportunities are available during the winter (usually from late November through April) and summer (June through September) seasons. We are always looking for the best and the brightest to join us in our mountain paradise. At Yellowstone Club, we strive to be the employer of choice by offering competitive wages and benefits, along with perks such as ski pass reimbursement in winter, free employee shuttle, one free meal per shift, and participation in employee ski days on our world class private mountain. Housing cost includes breakfasts every day of the week, 5 dinners per week, free gym facilities, free wifi, and free transportation to/from work and to Bozeman and Big Sky! Housing is located near Bozeman, a university town with a young, vibrant culture, where there is access to shopping, great restaurants, and nightlife.

Work and Pay Details

Position title: Housekeeper

Hourly wage: \$13.00

Tips? No

Description of position:

Duties include all aspects involved with cleaning private homes at a level that is to be expected in a world class lodging environment. Housekeeping duties may include, but are not limited to: cleaning guest condos and homes, vacuuming, sweeping, dusting, making beds, cleaning bathrooms, cleaning public areas, laundry, etc.

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, fireplace, and deck/porch. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner.
- Dusting furniture and equipment.
- Emptying wastebaskets and cleaning them inside and out.
- Cleaning tiled floors with the use of brooms and mops.
- Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.
- Replenishing trash bags, soaps, bathroom items, and other supplies.
- Transporting all trash and waste to disposal areas, as instructed.
- Removing items from refrigerator, stove, and microwave.
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
- Loading and unloading dishes from dishwasher, drying dishes, and putting them away in proper places.
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

Employees may be in a room of a home/condo by themselves for short periods of time with teammates in other rooms nearby, however, typically employees work in groups of 2-4 as the standard, but sometimes during same-day turnovers we will put 8-10 people in one home at the same time depending on the size. There are team goals for completion in general timeframes for the various units that employees clean.

Work and Pay Details

Specific qualifications required:	<ul style="list-style-type: none"> •Must possess a positive attitude, excellent attention to detail and a genuine desire to serve in the hospitality industry. •Housekeepers must have strong time management skills and maintain excellent attendance. •It is crucial that applicants are team orientated and motivated to provide our members and guests with an exceptional level of service. •Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Face masks may be provided, if needed. •Must have the ability to read, write, and understand instructions given in the English language. •Must have the ability to understand and respond to verbal instructions given in the English language. •Housekeepers serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, owners, guests, and members of the local community. •Previous housekeeping experience strongly preferred, however, candidates without housekeeping experience are also encouraged to apply. 		
Estimated weekly wage (incl. tips):	\$468.00	Bonus:	None
Conditions of bonus:			
Average hours for last year's students?	36 Hours	Maximum weekly hours allowed:	50 Hours
Minimum average number of hours?	36 Hours	Possibility of getting more than average hours:	Good
Students get the most hours in:	July, August	Students get the least hours in:	June, September
How often are students paid?	Every Two Weeks		
Do you pay overtime?	Yes	If yes, after how many hours per week do you pay overtime?	40 Hours
Does your company only operate weekends before or after specific dates?	No		
If yes, what are the dates?			
Position location:	1 Yellowstone Club Trail Big Sky, MT 59716		

Other Job Details

Minimum english level:	(4) Intermediate		
Description of working conditions:	<ul style="list-style-type: none"> •Employees begin their day at our main Housekeeping office and then are deployed in groups to various locations around our property. •Students are on their feet, hands and knees cleaning rooms, homes and condos from top to bottom. •All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. •Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs), lift up to 40 lbs on a repeated basis. •All housekeepers will be required to use chemical-based cleaners. •Housekeepers are required to work in small spaces such as shower and toilet areas. •Employees must be able to work continuously in an indoor environment. •Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity. 		
Will job duties be different at the beginning of the season?	No		
If yes, provide details of specific job duties:			

Uniform and Grooming Requirements

Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	\$0.00
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	The uniforms are provided and paid for by the Yellowstone Club. Students are required to supply their own footwear. Following a job offer, students will hear from their specific managers on the exact uniform requirements. However, for Housekeepers need to bring close-toed black or brown shoes.		
Do you have company grooming requirements?	Yes		

Uniform and Grooming Requirements

Details of company grooming requirements?

Grooming and Personal Hygiene: The basic grooming standard for all employees consists of cleanliness and neatness with regard to both person and attire. Listed below are minimum general guidelines. Some departments may impose higher standards with prior notice. (a) Hair must be neat, clean and appropriately styled for the work setting. Long hair that potentially could interfere with assigned duties or present a potential hazard should be avoided. For men hair must be above the shirt collar or for hair falling past the collar it must remain tucked completely under a hat. Sideburns should not go beyond the earlobe in length. (b) Jewelry may not interfere with assigned duties. Earrings should be conservative and should not exceed the size of a dime. For women not more than 2 earrings are permitted per ear. Earrings are not permitted for men. No other facial jewelry may be worn, including tongue, nose, lip, eyebrow and/or chin rings or piercing. Rings, except a matched set such as wedding/ engagement, should be limited to one ring per hand. (c) All employees are required to bathe regularly and use deodorant so as to avoid body odor that might offend others. (d) All employees are respectfully requested and encouraged to remain as fragrance free as possible by not wearing perfume, after shave, scented lotions, fragrance hair products and/or other similar product. (e) All employees that have Member interaction MUST be clean shaven, unless given specific approval by the General Manager or their Vice President. Mustaches are permitted but must be neatly kept and may not extend beyond the natural contour of the upper lip area. (f) Fingernails must be kept at an appropriate length. Nail polish should be conservative in nature. No decals or ornaments on nail are permitted. (g) Hair color should be a natural hue. (h) No tattoos of any kind should be visible and should be covered at all times for employees who are in contact with Members and/or guests.

Other Company Details

Company hires couples?	No	Company hires groups of up to 4?	Yes
Drug test required?	No	Do students complete an additional application upon arrival?	Yes
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes
Any additional company details?			
Yellowstone Club employees have the option of a season ski pass financed through their paychecks, or free day passes to local resorts			

Training Information

Is job training required?	Yes	Length of training:	1 week or more
Are students paid during training?	Yes	Hourly pay rate during training:	\$13.00
How many hours per week are students likely to receive during training period?	36		
Any other details?			

Worksite Location

Worksite location:	1 Yellowstone Club Trail Big Sky, MT 59716		
Nearest major city:	Bozeman, Montana	Worksite setting:	Remote/Rural
Nearest major airport:	Bozeman, MT (BZN)	Distance to nearest major airport:	50 miles
Additional worksite setting details:	Big Sky, Montana, epitomizes Western living. Luxury and comfort exist against the backdrop of multiple mountain ranges, rivers, and endless alpine meadows – those who live here wonder why anyone would choose to live anywhere else.		

Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	Anytime - advanced pickup arrangements is required
Cost:	\$0.00		
Other details:			
With advanced notice the Gallatin Gateway Inn on-site manager will arrange for students to be picked up from the Bozeman airport upon arrival. Please fly into Bozeman, Montana (BZN) only and email Rachel Curtis at: Rachel.curtis@yellowstoneclub.com with your flight details in advance.			

After Hours Arrival Information

General information:	If necessary, please stay the night at a hotel in Bozeman for pick up the next day. Hotel offers discounted rate based on availability. Book hotel in advance if possible.		
Name of accommodation:	Super 8 Belgrade/Bozeman Air	Accommodation address:	6450 Jackrabbit Ln Belgrade, MT
Cost per night:	\$60.00		
Best way to travel from airport to overnight accommodation:	Greater Valley Taxi: (406)388-9999		

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No		
Will the company assist students with their social security application?	Yes		
Assistance detail:	We provide complimentary scheduled transportation during the first few days of employment to the Social Security office to help students get this important task completed.		
Where is the nearest social security office?	Bozeman, Montana	Distance:	50 miles
How will students be paid until their social security card arrives?	Normal paycheck.		

Housing Details

Is housing provided?	Yes	If not, will you assist students in finding housing?	N/A
Are there affordable housing options in the area?	N/A		
Housing options in the area:	N/A		
Local housing resources:	N/A		
Housing address:	76405 Gallatin Road Gallatin Gateway MT 59730		
Is the student required to sign a separate housing contract?	Yes		
Type of housing provided:	Dormitory	Number of students to a room:	2-3
Housing details:	<p>We provide employee housing at the historic Gallatin Gateway Inn hotel, located in Gallatin Gateway, MT 35 miles from the Yellowstone Club. Housing is ideally located just 10 miles from Bozeman (a university town with approx. 40,000 people where there is shopping, restaurants, concerts, museums, and more) and 30 miles from Big Sky (a resort community with events and activities, such as hiking, rafting, and horseback riding). Gallatin Gateway is a small community that has a gas station/store, post office, and restaurants that students can walk to. Employees are provided a free bus pass for the Link Express/Skyline Bus that has a stop in front of housing and goes to both Bozeman and Big Sky. Rooms in housing are shared by 2 or 3 employees with a shared bathroom. Specific rooming requests are not guaranteed and must be arranged with the housing manager prior to arrival. Kitchen facilities are not available in housing, however, breakfast 7 days/wk and dinner 5 days/wk are included in the cost and are provided at the housing location. Additionally, YC employees receive 1 free shift meal at the worksite on scheduled work days, typically lunch or dinner. Housing, meals, housing amenities, and transportation are included for \$600.00/month with a \$350 deposit. The deposit will be due in advance of your arrival. \$50 of your deposit is a non-refundable cleaning fee, the remaining \$300 will be refundable. Housing includes a common area with ping pong, foosball, several televisions, couches, computer access, printer/scanner, microwaves, toaster ovens, vending machines and coffee machine. There is a gym area with complimentary weights and fitness machines.</p>		
Do you offer co-ed housing?	Yes		
Cost of housing - per week:	150.00	Includes utilities?	Yes
Are housing costs deducted from paycheck?	Yes		
Is a housing deposit required?	Yes	Amount of housing deposit:	\$350.00
Instructions for payment of housing deposit:	Deposit payments are made via credit card in advance.		
Housing deposit due date:		Is deposit refundable?	Yes
Conditions of deposit refund:	<p>\$50 is a non-refundable cleaning fee. No damage, excessive cleaning or garbage left behind or missing/broken items. Deposit will be forfeited if student leaves earlier than scheduled and doesn't communicate with employer in advance. Students must complete work agreement job dates as a condition of deposit refund.</p>		
How will deposit be refunded?	Following departure via final paycheck.		
Are students required to live in provided housing upon arrival?	Yes		
During their work stay, can students find alternate housing?	No		
If yes, is there a penalty?	Yes		

Transportation to/from Worksite

Method of transportation to worksite:	Free YC shuttles/vans in addition to many public transportation options.		
Distance to worksite:	35 +/- miles, 40-45 minutes total travel time	Is worksite within walking distance of housing?	No

Transportation to/from Worksite

Cost of public transportation to worksite:	\$0.00
Details of public transportation to worksite:	Yellowstone Club employees can travel for free on the Skyline Bus system between Bozeman & Big Sky and within Big Sky. See http://www.skylinebus.com/ for more information. Punch cards are provided by managers and required for free rides.
Cost of transportation to worksite provided by employer:	\$0.00
Details of transportation to worksite arranged by employer:	Free to employees.
Cost of arranging own transportation to worksite:	Not specified
Details of arranging own transportation to worksite:	

Housing Amenities

Available public transportation:	Bus, Interstate Bus		
Access to public transportation?	Walking Distance		
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	Yes	Utensils:	Yes
Individual Beds:	Yes		
Nearby Amenities			
Supermarket:	In town/accessible	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	Walking Distance
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	In town/accessible	Internet cafe:	Walking Distance
Movie theater:	Requires Transportation	Library:	Requires Transportation
Additional amenities:	Housing includes vending machines, free laundry machine use, free coffee, public transportation stops at the front door, all utilities included in rent, on-site manager & chef, bed linens and towels included, game room, desktop computers, gym facilities, and night time security guard. There is lots of common space to spend time with fellow students and other employees.		

Meal Information

Are meals included in rent cost?	Yes		
If not, meal plan cost per day:	\$0.00	Meals covered:	Breakfast, Lunch, Dinner
Is the purchase of a meal plan mandatory?	Yes		

Cultural Opportunities

Types of cultural opportunities provided			
Organized Holiday Event(s):	No	Organized Trip(s) to Major Attraction(s):	Yes
Organized Potluck(s) or Dinner(s):	No	Organized Trip(s) to Major City:	No
Organized Karaoke Night(s):	No	Information about Events:	No
Organized Movie Night(s):	No	Information about Local Resources:	No
Organized Sporting Event(s):	No	Information about Attractions/Sites:	Yes
Organized Staff Exchange Event(s) - Other:	No	Information about Local Community:	Yes
Organized Trip(s) to Nearby Attraction(s):	Yes	Other:	No
If Other, please describe:	N/A		
Additional details about cultural offerings:	Yellowstone Club provides students with the opportunity to go on free trips to the Grizzly & Wolf Discovery Center in West Yellowstone, Museum of the Rockies in Bozeman, Sweet Pea Festival in Bozeman, and Boiling River in Yellowstone National Park. Housing has access to a free bus into the town of Bozeman for shopping, movies, concerts, restaurants, farmer's markets, Music on Main, and the County Fair, as well as to Big Sky for holiday celebrations, rodeos, music concerts, farmer's markets and other events.		