



CHI WORK AND TRAVEL



255 West End Avenue
San Rafael, CA 94901 USA



1-800-432-4643 x2
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: Northwest X Southern Hospitality LLC

DBA:

Type of Business: Hotel & Resort

Job location: 5141 Business Park Blvd

Location type: Metropolitan area

City: Anchorage

State: AK

Zip: 99503

Website: <https://www.nwxsouthern.com/>

Why choose us?

Northwest X Southern Hospitality provide a happy & healthy work environment with competitive wages located in multiple locations throughout beautiful mid-town Anchorage, AK. Anchorage is surrounded by mountains and wildlife. Opportunity to gain new life experiences, meet new people, and build lifelong friendships while being immersed in Alaska culture.

Cultural exchange activities

The city of Anchorage offers all urban amenities situated in the mountains and on the bay. Best of all worlds. There are several local attractions and museums in the area. Adventure Awaits!

Position

Job title: Room Attendant - Hyatt House ANC

Job prerequisites: Ability to stand for the duration of the shift, lift up to 40lbs, and have no sensitivities to cleaning chemicals. Open availability including nights, weekends and holidays is a must.

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This position may require assisting in multiple areas of the hotel. Participants in this position will primarily be responsible for completing room attendant duties. The room attendant position provides cleaning services such as sweeping, mopping, dusting, vacuuming, washing walls, windows, and mirrors, etc. in designated areas of the hotel. When assigned to guest rooms, replaces linens, replenishes amenities and makes beds.

The position requires the ability to perform the following essential job functions, with or without reasonable accommodation:

- Greets guests and responds to special requests.
- May gather waste and/or contaminated materials for disposal. Assigned areas of the hotel may include guest rooms, hallways, lobby, stairwells and offices.
- Maintains privacy and security by properly announcing entry and servicing guest rooms as appropriate.
- Cleans guest rooms to the level of standards set by the Hotel, including stripping of soiled items and trash, bed making, cleaning bathrooms, vacuuming, dusting and replacing amenities and supplies.
- Removes all dirty glassware, coffee presses, and tea vessels from guest room to location specified by supervisor and replaces with clean glassware needed.
- Removes all Room Service related trays and/or dishes from guest room to location specified by supervisor.
- Properly uses and maintains assigned equipment and supplies to departmental specifications including vacuums, chemicals and cleaning aides.
- Observes status and maintains common areas, including floor closets, stairwells, halls, lobby areas and elevators.
- Properly maintains the daily log, including accounting for completed tasks, tracking issued keys and reviewing the communications log and file on a routine basis.
- Properly handles lost and found items in accordance with department policies and security procedures.
- Responds to guest concerns, complaints or suggestions appropriately, refers them to management in support of providing superior guest service.
- Performs other duties as assigned by management.
- Keeps immediate supervisor promptly and fully informed of all problems or matters of significance.
- Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position.
- At all times projects a favorable image of Northwest x Southern Hospitality to the public.
- Maintains safe working conditions within department and Hotel.

Employer may need to change position or location based on skill level, business needs, or to accommodate hours.

English level required: Upper Intermediate

Hourly wage (before taxes): 16.00

Wage comments:

Position ID: 30231

Union: No

Union Dues:

Payroll Period: Semi Monthly

Payroll Period Comments:



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Tips: Possible but not guaranteed

Bonus: No

Bonus comments:

Estimated hours per day: 32 hour weekly minimum

Number of days per week: 4-5

Overtime: No

Overtime details: 1.5 hourly rate

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: A discount may be available.

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? No

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: Additional jobs are okay as long they do not interfere with primary job hours.

When will work begin? As soon as possible

Arrival Instructions: Coordinate your arrival with your landlord prior to arrival. If you are arriving in the middle of the night, you may need to find alternative accommodations. You will take a taxi or Uber from the airport to your accommodations. As soon as you have updates to your flight or visa status, please login to wt.chinet.org to add this information to your CHI profile. Please do not arrive at the housing more than 3 days prior to your program start date.

Is training required? Yes

Conditions of training: Paid hourly training

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: N/A

Is uniform refundable? No

Uniform provided details: Participant must bring black pants, no jeans. A shirt will be provided by the host employer.

Do students need to purchase specific clothes or footwear? No

If so, details for clothing: Black pants, no jeans. Shirt provided.

Grooming: No unnatural colored hair, facial piercings or visible tattoos. Neat, clean appearance.

Important points of job: Greets guests and responds to special requests. Maintains privacy and security by properly announcing entry and servicing guestrooms as appropriate. Keeps immediate supervisor



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promptly and fully informed of all problems or matters of significance. It is important to remain flexible and open to working in multiple departments.

Additional position information: We are looking for hard-working, detail-oriented, fast-paced, quick learning, fun-loving individuals who want to spend their program in Anchorage, Alaska. A guaranteed 32-hour workweek.

Housing Information

Housing name: Northwest X Southern Hospitality - Motel 6 Anchorage Housing

Housing address: 5000 A St

City: Anchorage

Phone: (907) 677-8000

Fax:

Contact: Lynne DeMatteo

Email: lynned@nwxsouthern.com

Website: https://www.motel6.com/en/home/motels.ak.anchorage.4216.html?gad_source=1&gad_campaignid=22742244942

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: Participants will be required to sign a contract on arrival

Type of housing: Motel

Number of people to a room: 1-4

Bedrooms: 2 (1 male and 1 female)

Bath: 1 per room

Cost Type: Week

Cost Amount: \$500.00

Cost Details The cost is \$500 per week per room shared by all occupants per room (for example it would cost \$250 per person per week if 2 participants share the room)

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: WiFi, Electricity, Hot Water, Heating, A/C.

Utilities estimated cost per month: \$0

Is the housing mandatory? No

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Walking

Transportation details: Participants can walk, bike, or use public transportation to get to work. Bus schedules can be found at <https://www.muni.org/Departments/transit/PeopleMover/Pages/default.aspx>.



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Additional housing features: Participants will share a room at the Motel 6 Anchorage Midtown location. The room contains basic amenities such as a microwave and refrigerator. The weekly cost of the room will be shared by the occupants.

Comments: Please do not arrive at the housing earlier than 3 days prior to your program start date. Please coordinate your arrival with your host employer and CHI coordinator so they know when to expect you.

Location Area Information

Location type: Metropolitan area

Location of work site best described as: This is a hotel based in downtown Anchorage, Alaska. Happy, healthy work environment.

Location details: Anchorage, Alaska's largest city, is in the south-central part of the state on the Cook Inlet. It's known for its cultural sites, including the Alaska Native Heritage Center, which displays traditional crafts, stages dances, and presents replicas of dwellings from the area's indigenous groups. The city is also a gateway to nearby wilderness areas and mountains including the Chugach, Kenai and Talkeetna.

Average daily temperature: 33-75F during spring/summer season

Community or regional website: www.anchorage.net/discover

Nearest cities: Anchorage

Distance to nearest cities: N/A

What to wear: Black pants, no jeans allowed. No unnatural colored hair, facial piercings or visible tattoos. Neat, clean appearance.

Available public transportation: Bus, Taxi

Public transportation access: Very accessible. People mover is the bus system in Anchorage. There are also taxis available.

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

Nearest international airport:	Ted Stevens Int. Airport (ANC)
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Transportation from airport to employer and / or housing:	Shuttle
Nearest bus station (to the airport):	People Mover
Bus information (web site):	www.muni.org/departments/transit/peoplemover/Pages/default.aspx
Nearest train information (to the airport):	Alaska Railroad Depot
Train information (web site):	www.alaskarailroad.com
If participant arrives after hours suggested, overnight accommodation:	Comfort Inn - recommended
Cost per night:	\$50+
Transportation to overnight accommodation:	Hotel shuttle
Transportations cost:	Complimentary
Travel Instructions:	Coordinate your arrival with you CHI coordinator and your self-arranged housing manager prior to arrival. The host prefers that participants arrive no sooner than 1 to 3 days prior to their start date for work orientation. If you are arriving in the middle of the night, you may need to find alternative accommodations for the first night. You will take a taxi or Uber from the airport to your accommodations.

As soon as you have updates to your flight or visa status, please login to wt.chinet.org to add this information to your CHI profile.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	Yes
Does the company provide Social Security application assistance?	Yes
If so, details:	Can assist with transportation to Social Security office.
Where is the closest Social Security office?	222 W. 8th Ave #66 Anchorage, Alaska 99513
How far is the Social Security office from the work place?	.8 mile/20 minute walk
Specific instructions:	The Social Security office is within walking distance of the worksite. Your employer may be able to assist with the application process.