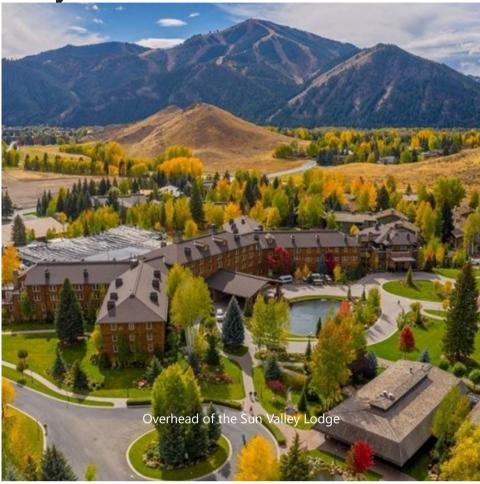
# **©** InterExchange

# **Host Profile**

**Sun Valley Resort - 2024 Summer** 



ABOUT SUN VALLEY RESORT Located in the western United States, Sun Valley is the premier year round resort with two high seasons, summer, and winter. The resort and its employees are highly regarded for consistently providing excellent service, high levels of guest courtesy and attention to quality and fine details. Sun Valley's reputation as a world class operation comes from its commitment to quality. Professional employees deliver first class accommodations, cuisine, comfort, personal service and courtesy to guests and visitors. Facilities include two lodges totaling 415 rooms, famous ski mountains (home of the world's first chair lift!), restaurants, retail stores and summer and winter recreation. ABOUT THE SUN VALLEY AREA Sun Valley is located in central Idaho in the heart of the Wood River Valley. Surrounded by U.S. Forest Service and Bureau of Land Management lands in the Sawtooth mountains of sage, aspen and forest, the air is clean, the sky is blue and the lifestyle healthy. Other communities in the valley include Ketchum, Hailey and Bellevue. Boise is 150 miles southwest and Twin Falls is 75 miles directly south of Sun Valley. Sun Valley Resort needs a minimum work commitment of at least 3 months.

# **Video**

https://www.youtube.com/watch?v=oYo488ERV2w&list=PLGrLxrzwAS0n8v2JHU6-SN2goLihd10s&index=12%20

# **Preferred Dates**

Start

May 17 2024 - Jun 15 2024

Finish

Sep 07 2024 - Oct 15 2024

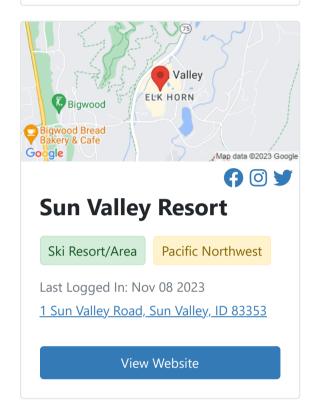
# **Business**

**Bonuses Available**Not applicable.



Sun Valley Resort is interviewing for all positions on **Dec 08 and Jan 18.** Sign up now to secure your spot!

Sign up now!





### **Uniform or Dress Code Requirements**

General

- No aspect of your attire should violate the Resort's non-harassment or non-discrimination policies or any other company policy
- In jobs where uniforms are not required, dress for the job
- Personal attire should be selected for conducting business in an appropriate and professional manner

Hair

- Hair should be clean, combed, neatly trimmed, or arranged, regardless of length.
- Hair that extends to the shoulder and below, or is determined to be long enough to present a safety or health hazard may be required to be pulled back (i.e., if you work around equipment, machinery, food, or vehicles)
- Hair must remain out of the face in order to maintain eye contact for both guest service and safety reasons
- Exotic or fad hair are not permitted nor are extreme colors such as green, pink, or purple hair
- Dreadlocks, must be restrained and meet neatly groomed standards and not create a food or safety concern
- Long hair that is well-groomed and pulled away from the face will be allowed as long as it does not create a safety risk

Facial Hair

- $\bullet$  Neatly trimmed mustaches and beards are acceptable as long as they are not distracting or more than  $\frac{1}{2}$  inch in length
- $\bullet$  Beards must be clean and should never exceed  $\frac{1}{2}$  inch in length with a clean neckline with hair trimmed around the neck or checks
- Face must be clean-shaven or with a fully grown beard or mustache; stubble or unkempt facial hair is not permitted
- Traditional beards, soul patches, and goatees, long side-burns must be well-groomed and of a conservative nature
- Beard style must not be distracting or excessive in length
- Traditional, classical sideburns must be kept trimmed, neat, and clean, not to extend below the bottom of the ear

**Jewelry & Piercings** 

- Radical earring styles are not allowed
- Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to, or through the skin if visible on the tongue, any part of the mouth, or cheek
- Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert
- Two (2) sets of reasonably-sized earrings may be worn in each ear lobe.
- A single (1) stud must be discreet and may be displayed in one (1) nose, or near the nose, and/or one (1) eyebrow piercing. The stud may not exceed the size of the tip of a ballpoint pen.
- Stretched earlobes without plugs are not allowed; plugs or gauges may not exceed 1/4 inch
- If an employee has a question about body piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination. Management reserves the right to request jewelry or piercings be removed.

Tattoos

- Visible tattoos are permitted as long as they are not distracting and only if they are not offensive, vulgar or controversial in nature; this includes images containing offensive language or messages.
- Tattoos may not violate the Company's Anti-Harassment Policy.
- Tattoos exceeding these parameters must be completely covered by clothing.
- If management determines an employee's tattoo(s) may present such a conflict, the employee will be encouraged to identify appropriate options, such covering of tattoos or other reasonable means to resolve the conflict.

Make-Up

- Make up should be natural and not overbearing, this includes nail polish, eye make-up, lip covering, and blush.
- Managers have the discretion to request employees to modify their make-up or jewelry at any time. Please check with your local Human Resource department for the full entire appearance standards.

### **Work Schedule Details**

Your schedule will be distributed by your supervisor. Any changes to your schedule will need to go through your supervisor. We serve the guest 7 days a week, 24 hours a day which is why we require employees to work a variety of schedules. Scheduled work days may fall on any day during the week, including weekends and holidays. The schedule reflects the pattern of business. It is expected that each employee is at the workstation on time and ready to work according to their scheduled start time. Work schedules may change and it is the employees' responsibility to check their schedules daily.

### **Meals Included**

All Sun Valley Company employees may purchase discounted meals in the employee cafeteria. The cafeteria is open daily for breakfast, lunch, and dinner. Access to the employee cafeteria is generally a ble from 6am-8pm daily. Hours do occasionally vary by season. Specific schedules will be posted food & Beverage Department per season. Employees must present a valid Sun Valley Company ID to receive discounted meals.

### Paycheck Deductions (in addition to taxes)

Lodging

#### **Drug Testing Requirements**

No

# Housing

#### **Housing Type**

Provided

### Description

Participants will be sharing rooms in a dormitory setting.

There will be 4 people per room, each with their own bed. Rooms have mini refrigerators and microwaves in common areas for simple meals. Rent is \$11/per person per day.

There are large shared bathrooms in the dormitory, which are divided by gender. Bathrooms have separate showers and bathroom stalls.

Dorm features include a fitness room, multi-purpose room (lounge), lockers and storage, and a free employee laundry facility. The dorms are designed for sleeping and storing limited personal items. WiFi is available in the common areas.

Kitchen facilities are not available in the dorms. Participants will have daily access to the employee dining room (The Place) from 6am-8pm.

For more information on housing, participants should email <a href="mailto:svhousing@sunvalley.com">svhousing@sunvalley.com</a>

The employee cafeteria serves breakfast, lunch, and dinner. It opens early and closes fairly late to accommodate employees' schedules and the average cost of a meal is \$4.00.

### Rent

\$77.00/week

### **Housing Deposit**

\$300.00

### **Housing Deposit Refund**

The Deposit is \$300.00 and should be paid before you arrive. An email with directions on how to pay ahead of arrival will be sent by the housing team. The \$300 will be refundable and the end of the season. The full deposit will be refunded on your final paycheck if you follow the procedures of filling out your Check-Out-Form, cleaning your room, handing in the bedding and there is no damage to the room or items provided within the dorm room, mattress, desk, chair, blinds, screens. For more information on housing deposits, participants should email svhousing@sunvalley.com

## Rent deducted from wages

Yes

### **Furniture in Housing**

Bed, Chairs, Couch, Linens/Bedding, Table, Other: TV, Microwave, Mini Refrigerator

### Utilities included at no additional cost

Electric, Internet, Trash, TV, Water

### **Utilities available for additional cost**

Other: If you would like to upgrade your internet.

## **Everyday goods and services near housing**

Bank, Entertainment, Grocery, Laundry, Town Center

### **Distance from work**

On site.

### **Available Transportation**

Most job sites are within walking distance. Other options include riding a bicycle, the free local bus, or a company shuttle is provided.

### **Estimated Transportation Cost**

\$0.00/week

# **Cultural Opportunities**

# In the area

Sun Valley has a multitude of cultural events in the winter. Lots of skiing/snowboarding activities, multiple ski competitions can be attended as well as opportunities to attend our Nordic course and learn to cross-country ski and/or snowshoe. There will be additional opportunities to participate in holiday activities including Christmas Eve, Christmas Day, and New Year's

# **Provided by Host**

We put together company-wide season Kick-off and Thank You events and monthly employee events such as ice skating, bowling, movie night, karaoke, dinners etc.



### **Spa Attendant**

#### **5 Positions**

Maybe Overtime

\$17.00 /hour
32 hours /week
Overtime Wage

\$25.50 /hour

#### **Position Description**

Spa Attendants are responsible for keeping the spa and locker room safe and clean. Job duties include mopping floors, cleaning bathrooms and showers. You should also be prepared to help out where needed and in general help keep the resort clean and running smoothly. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

#### **Additional Description**

Pool/Spa Attendants are responsible for greeting and interacting with guests. Participants will provide friendly and knowledgeable customer service at one of three <u>pools</u>.

<u>You</u> will be at one of the 3 pools or the spa to greet and interact positively with guests and provide knowledgeable customer se<u>rvice</u>.

Ensure guests follow the rules and remain safe. <u>Keep</u> the area around the pool, spa, and all locker rooms clean. <u>Sto</u>ck and restock all supp<u>lies.</u>

General cleaning is required in this role and includes, but is not limited to, emptying the garbage and cleaning the bathrooms. Participants will be cleaning toilets, showers, sinks, and floors.

<u>Participants</u> must be able to lift at least 30 pounds and be able to stand for the bulk of the shift. Participants will be using cleaning chemicals in this position.

<u>The worker</u> is subject to both inside and outside environmental conditions throughout all seasons.

English Requirement: Excellent

### **Lift Operator**

### 2 Positions

Maybe Overtime

**\$17.00** /hour **32 hours** /week

Overtime Wage **②** 

\$25.50 /hour

# **Position Description**

Lift Operators are responsible for safely loading and unloading skiers and snowboarders from the chair and surface lifts. Training will be provided to help you make appropriate decisions when operating the chairlift. A friendly smile and pleasant personality are required as you will be interacting with guests. You must dress warmly and be prepared for cold weather as you will be required to be outside for many hours a day in this position. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

### **Additional Description**

The mountain lift operator will run the chair lift, for mountain bikers, hikers, and sightseers. Ensuring that everyone is taking safety measures. They will operate the chair lift in an efficient and safe manner and ensure that the area is free of any potential hazards. The mountain lift operator will provide a range of customer service duties & report to the manager, answer guest questions. Other duties as assigned. Must be able to stand outside (In all weather conditions) for bulk of shift.

## Housekeeping

# 15 Positions

Maybe Overtime

\$15.00 /hour
32 hours /week
Overtime Wage ②

\$22.50 /hour

# **Position Description**

Housekeepers are responsible for cleaning rooms, vacuuming, changing linens and towels, making beds, cleaning bathrooms, and doing laundry. This position can be physically demanding and you may be required to use chemical cleaning products that could contain allergens. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

### **Additional Description**

**HOUSEKEEPER** 

Assists the Hotels Department in cleaning hotel and condo rooms.

#### Essential Duties & Responsibilities:

- -Clean and restock guest rooms, make beds, replenish linens, clean bathrooms including toilets, showers, sinks, floors, vacuum halls, dust, and mop.
- -Remove trash and dirty linens.
- -Must be able to lift at least 20 pounds, and be able to stand for the bulk of the shift.
- -Stocking and Maintaining maid's closets
- -Collection and sorting of linens
- -Cleaning common areas
- -Special projects from Supervisors

This job requires the use of cleaning chemicals.

All employees should be friendly, hardworking and arrive on time. Any laundry duties requested would be part of their overall job - less than 15% of weekly hours.

Participants will be cleaning cottages and condos ranging in size. For more information and photos please visit: https://www.sunvalley.com/lodging#/

#### **HOUSEMAN**

Provide daily support to maid service for hotel rooms and condominiums.

### Essential Duties & Responsibilities:

- -Clean and restock guest rooms, make beds, replenish linens, clean bathrooms including toilets, showers, sinks, floors, vacuum halls, dust, and mop.
- -Remove trash and dirty linens.
- -Must be able to lift at least 20 pounds, and be able to stand for the bulk of shift.
- -Stocking and Maintaining maid's closets
- -Collection and sorting of linens
- -Cleaning common areas
- -Special projects from Supervisors

This job requires the use of cleaning chemicals.

**Employee Housing Cleaner** 

Ensure the cleanliness and sanitation of all on-property employees housing common areas and room turnover.

- Clean common bathrooms daily.
- Wash and sanitize all sinks, showers, toilets, and mirrors.
- Mop bathroom floors.
- Fill soap dispensers daily
- Fill paper towels and toilet paper daily
- Empty out all trash cans daily.
- Sanitize all bathroom areas.
- Vacuum all common areas.
- Clean laundry rooms, ensure washers and dryers are clean.
- Report any cleanliness or maintenance issues to the supervisor.
- Mop up any spills.
- Restock supplies and communicate cleaning supply needs with a supervisor.
- Follow deep cleaning guidelines and schedule as appropriate.
- · Assist with the movement of housing furniture as needed.
- Perform additional duties as assigned.

This job requires the use of cleaning chemicals.

A great level of English is required for this position.

Participants will be assigned as either a housekeeper, houseman, or employee housing cleaner depending on where they are most needed and are best suited. This position is meant to be flexible for the benefit of both the employer and the participant.

### **Food and Beverage Assistant**

10 Positions

Tipped Maybe Overtime

**\$11.00 + tips** /hour 32 hours /week Overtime Wage 🚱 \$16.50 /hour

### **Position Description**

Food and Beverage Assistants are responsible for waiting on customers, answering customer questions, setting up and clearing tables, and assisting servers. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

SWT Regulations prohibit employment In positions declared hazardous to youth by the Secretary of Labor at Subpart E of  $\underline{29 CFR part 570}$ . This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

### **Additional Description**

The Food & Beverage Assistant will require flexibility in placement.

The Food & Beverage Assistant could be trained as a Busser, Mountain Busser, Cashier, Food Runner, Host, Barista, Room Server, Barback, and or any other food & beverage Front-of-house position and fill-in where needed. Some of the duties may include greeting guests as they arrive, helping bring items to and take from the table, providing service under pressure, learning the menu, being able to answer customer questions, being friendly, attentive at all times, and punctual. Must multitask & cooperate, be organized & keep the space as clean & presentable as possible.

Participants will be on their feet for the bulk of the shift and should be able to lift 35 pounds. All employees are expected to help maintain a clean and safe workspace. This may include sweeping, mopping, and cleaning counters and restrooms.

Participants will use cleaning chemicals in this position.

English Requirement: Great

Participants will be assigned a position depending on needs and where they are best suited. Ihis position is meant to be flexible for the benefit of both the employer and the participant.

### Cashier

### 3 Positions

Maybe Overtime

**\$11.00** /hour 32 hours /week Overtime Wage **②** \$16.50 /hour

### **Position Description**

Cashiers are responsible for displaying a professional, pleasant attitude to all customers. Cashiers scan customers selected items for purchase, provide purchase transactions, and ensure proper handling of American currency, debit and credit card purchases. This position requires excellent skills in English. This position will provide the opportunity to work directly with the public and gain skills in American customer service. Students may be expected to work in other areas of the store as directed by management. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

### **Additional Description**

The position will require flexibility in tasks. This position may be cross-trained as a bus person. Employees should have knowledge of US Currency and be able to effectively communicate in English in this front-facing position. Responsibilities include cashier, money handling, customer service, and greeting customers. Participants will be on their feet for the bulk of the shift and should be able to lift 35lbs. All employees are expected to help maintain a clean and safe workspace. This may include sweeping, mopping, cleaning counters and restrooms.

# **Hospitality Crew**

### **10 Positions**

Tipped Maybe Overtime

**\$14.00 + tips** /hour 32 hours /week Overtime Wage

\$21.00 /hour

# **Position Description**

Hospitality Crewmembers are responsible for laundry and housekeeping, kitchen and dining help, quest services, front desk, and groundskeeping/maintenance. Your employer may ask you erform other duties related to your job type. If you have questions or concerns about this, ase contact InterExchange.

### **Additional Description**

Set Ups Prepare banquet rooms for functions by arranging tables, assembling equipment, and cleaning banquet areas. Must be able to take and retain direction. Learn and identify various pieces of equipment. Ability to work as part of a fast-paced team. Must be able to lift at least 50 pounds, and be able to stand for the bulk of shift.

# Cook

#### **5 Positions**

Maybe Overtime

\$18.00 /hour
32 hours /week
Overtime Wage ②
\$27.00 /hour

#### **Position Description**

Cooks are responsible for preparing and cooking food orders per recipe guidelines. Cooks prepare batters, meat dishes and vegetables. Cooks provide back up to the line during busy hours, including restocking and maintaining workstations to assure plenty of product is always available. Cooks clean all workstations at the end of the day, sweeping and mopping of floors. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

<u>SWT Regulations</u> prohibit employment In positions declared hazardous to youth by the Secretary of Labor at Subpart E of <u>29 CFR part 570</u>. This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

### **Additional Description**

Essential Duties and Responsibilities:

- -Follow prep list created by chef, label, stock, and organize ingredients on shelves.
- -Measure ingredients and seasonings.
- -Prepare ingredients by washing an chopping.
- <u>-B</u>asic cooking duties such as reducing sauces, parboiling food, etc.
- -Prepare simple dishes such as salads, entrees, etc.
- \_Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash
- \_Ensure all food and other items are stored properly.
- -Comply with nutrition and sanitation guidelines.
- <u>-Perform</u> other kitchen duties as assigned.

Participants will be working near cooking surfaces and fryers that are hot. <u>Ki</u>tchens can be very hot and noisy. If washing dishes, the employee may get wet.

Participants will be handling pork products in this role.

Participants must be able to stand for the bulk of shift and lift approximately 35 pounds.

English Requirement: Great

# Kitchen Help

### 10 Positions

Maybe Overtime

\$18.00 /hour
32 hours /week
Overtime Wage ②
\$27.00 /hour

### **Position Description**

Kitchen Helpers are responsible for washing and re-shelving dishware and glassware, emptying garbage, sweeping and mopping floors, wiping down food service tables, cleaning appliances, chopping vegetables, and assisting the cook. The kitchen area at times may have high humidity and temperatures. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

SWT Regulations prohibit employment In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570. This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning such machines or the individual parts or attachments of such machines, regardless of product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

## **Additional Description**

The main function of a dishwasher is to clean and sanitize dish and cookware in a safe and efficient manner.

Essential Duties and Responsibilities:

- -Work with other kitchen staff in a safe and efficient manner
- -Maintain a professional appearance and demeanor at all times
- -Keep immediate work area sanitary and safe
- -Perform necessary opening and or closing duties
- -Restock dishes and cookware as needed
- -Must be able to lift and/or move 45 pounds
- -Other duties may be assigned

Participants will come in contact with cleaning chemicals.

A Great level of English required for this position.