

Job Description Document

SPONSOR INFORMATION

Sponsor Name	Intrax Work Travel
Email	info@intraxinc.com
Phone	+1 (888) 224-0450
Fax	+1 (415) 434-5430

POSITION OPPORTUNITY INFORMATION

Job Title	Dishwasher/Busser/Banquets
Job Description	<p>The student will be a Dishwasher or a Busser at Alyeska Resort. Your actual position will be determined upon arrival and will depend upon job availability and business needs. If you accept this position you agree to work in either position.</p> <p>Dishwasher - Dishwasher washes dishes and assists in cleaning and maintaining food preparation areas. The student should expect the following: Must be able to work independently and finish tasks in a timely manner; Must be able to lift 50 pounds; Operate dish washing machine; Maintain cleanliness and product standards; Maintain store rooms and walk-in refrigerators; Perform other duties as assigned by your manager.</p> <p>Busser - Responsible for maintaining our fine dining restaurant in a neat and clean manner. Responsible for cleaning, setting and clearing tables. Assists servers with guests (serving water, coffee, beverages, and bread and butter). Removes dirty dishes and utensils from tables between courses and after guests leave. Returns dirty dishes, glassware and utensils to dishwashing area. Assists and communicates with food servers to maintain service efficiency and overall high guest satisfaction.</p>
Level of English Required	Conversational
Start Date	15 Nov 08 - 15 Dec 08
End Date	1 Mar 09 - 15 Apr 09
Gender Required	None
Day to report to Employer	Please report to the employer on the start date listed on your DS-2019 form
Expected days from arrival before starting work	You will usually begin working the day after you arrive. However, it may be up to five days before you begin working. Please bring enough money to allow for this.
Estimated Average Hours over the course of the program	30-40 hours per week. Please be aware that because this job is located at a ski resort, available hours will fluctuate with the level of snowfall.
Pay Rate Estimate	\$7.15 - \$10.00/hour
Estimated Tips	Tips vary. Pay Rate Details: Non-tipped positions (Dishwasher) make \$10.00 per hour. Tipped positions (Busser) make \$7.15 per hour plus tips.
Estimated Overtime	Overtime hours may occasionally be available.
Required Skills	<p>The student must be 21 years or older to accept the Busser position. 18-20 year olds will work as Dishwashers.</p> <p>The student must be able to follow instructions in English. The positions are all entry-level and basic. The employer will train the student to carry-out the tasks associated with the job.</p>
Expected Schedule	Schedules will vary. Most employees will work 8 hours per day five days per week. You must be flexible as you may work days or nights, weekends and holidays.
Drug Screening Policy	All employees are subject to a pre-employment drug test. Employees are also subject to random drug testing during employment.
Possible 2nd Job	Yes There are limited shops and restaurants in the area where students may apply for second jobs upon their arrival. However, the second job cannot interfere with the students responsibilities at Alyeska Resort. Your J-1 status is dependent on you remaining in your original position with Alyeska Resort.
Additional application	Yes, you must complete a paper application upon arrival.
Possibility for job change within company	Yes, in certain situations.

Meal discounts	Yes, employees receive one free meal per shift.
Uniforms	Uniforms will be provided by the employer.
Dress code	Employees must wear the appropriate uniform at all times while on duty. This includes a nametag.
Grooming code	High standards of grooming and personal hygiene should be observed at all times while at work and on property. A daily bath or shower, clean hair, and tooth brushing are a must. Fingernails must be clean, short, and well manicured. All employees are required to wear a clean, neatly pressed, authorized uniform while working. Males must be clean-shaven and wear their hair above the collar. Females with long hair must secure hair away from the face. No facial piercings or tattoos allowed.
<i>Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring enough money to support yourself until you are paid. Check with employer to find out your first pay date.</i>	

COMPANY INFORMATION

City	Girdwood
State	AK

SUGGESTED TRAVEL INFORMATION

Nearest International Airport	Anchorage International Airport, Alaska (ANC)
Nearest Airport	Anchorage International Airport, Alaska
Transportation from Airport to Employer and/or Housing	<p>Please plan your arrival to Anchorage for a Sunday-Thursday so that you can visit both the Social Security and Work Safe offices on a week day, the day after you arrive to Anchorage.</p> <p>Upon arrival to the Anchorage Airport, take a taxi to the International Hostel on H Street. http://www.alaska.net/~hianch/about.html. Advance reservations are highly recommended.</p> <p>This hostel offers affordable accommodations and is within walking distance to the Social Security (222 W 8TH AVENUE) and the Work Safe offices (300 West 36th Street on the corner of C Street and 36th). You must visit both offices before traveling on to Girdwood. You can do both the same day as long as you start early in the morning. Before going to the Work Safe office, please call the Human Resources office at Alyeska Resort at 754-2134/5/6/7 so they can fax a sheet to Work Safe that allows you to take the Work Safe test. When you are done with both the SS office visit and the Work Safe test, call Alyeska HR again and they will arrange for pickup and transport to Girdwood. It may be the next day so you should plan on staying in Anchorage for 2 nights.</p> <p>You must submit your travel information to Intrax Work Travel at least two weeks prior to your arrival or your employer may assume you are not coming and cancel your job.</p>
Nearest Bus Station	Anchorage, AK
Bus Information	http://www.greyhound.com
Nearest Train Station	Girdwood, AK
Train Information	http://www.amtrak.com

SOCIAL SECURITY INFORMATION

Nearest Social Security Office	ROOM A11 222 W 8TH AVENUE ANCHORAGE , AK 99513
How and When to Apply for the Social Security Card	Please apply for your Social Security card immediately upon arrival in Anchorage. Be sure to obtain a receipt for your SS application.
Social Security website	http://www.ssa.gov

HOUSING

Housing Restrictions (yes/no)	Yes
Housing Restrictions	If housing restrictions apply, participants must remain in this housing to be employed by the employer identified in this document. Participants must remain employed by the employer identified in this document and remain in the Intrax Work/Travel Program to live in this housing. No exceptions will be granted unless agreed in writing in advance by Intrax Work/Travel.
Housing Information	Alyeska Resort has a number of apartments, condos, and houses available for employees. The number of students per unit will vary depending on the type of housing.
Address	1000 Ariberg Avenue PO Box 249 Girdwood, AK 99587
Estimated Cost	\$400/month
Additional Costs (i.e. Bond)	There is a \$200 deposit for housing. \$50 will be deducted from your first 4 paychecks, rather than paying the deposit immediately upon arrival. The deposit will be returned to you at the end of the season as long as the housing is in good condition and you have completed your work agreement.
Features	Cost of housing is \$200 per pay period (every two weeks), including utilities. Food is not included. Cost of housing is deducted directly from paychecks. All housing units have full kitchen facilities and are furnished with beds, couches, chairs, etc. Cooking utensils are not provided. There are laundry facilities available within walking distance. There is also internet access available at the local library which is also within walking distance.
Hostel Information	http://www.hiayh.org OR http://www.hostels.com

AREA INFORMATION

Average temperature	The average temperatures in January range from 8 to 21 degrees; in July, average temperatures range from 51 to 65. Annual precipitation is 15.9 inches, with 69 inches of snowfall. Annual precipitation is 15.9 inches, including 69 inches of snowfall.
Altitude	300 feet above sea level
Information websites	www.girdwoodalaska.com ; www.alyeskaresort.com
Nearest city	Anchorage, Alaska. Girdwood is located on Turnagain Arm, in the Municipality of Anchorage, 35 miles southwest of downtown Anchorage. The area is accessed by the Seward Highway.
Things to do	You will be living and working in a small, rural town. You can access your email from the local library. You will have the opportunity to meet and socialize with other international students and American employees working at the resort. In your leisure time there is an amazing variety of outdoor activities to take advantage of including skiing, hiking, camping, fishing, flight seeing, jet boating, photography, rafting, horseback riding, wildlife viewing, mountain biking, and much more.
What to wear	The weather varies in Girdwood. Please bring clothing appropriate for extremely cold weather. A warm hat, gloves, boots, parka or coat, snow pants, sweaters, and clothing to layer underneath are essential. Be sure to bring rain gear and comfortable working shoes. Don't forget to bring your hiking boots.

ADDITIONAL INFORMATION

Additional Information	
-------------------------------	--

Based on the information available to Intrax Work/Travel, the contents of this Premium Placement Confirmation Form are true and accurate as of the date of its issuance to the Premium Placement Service participant. All information is subject to change depending on a variety of factors, including but not limited to weather, employment trends and staffing changes.