



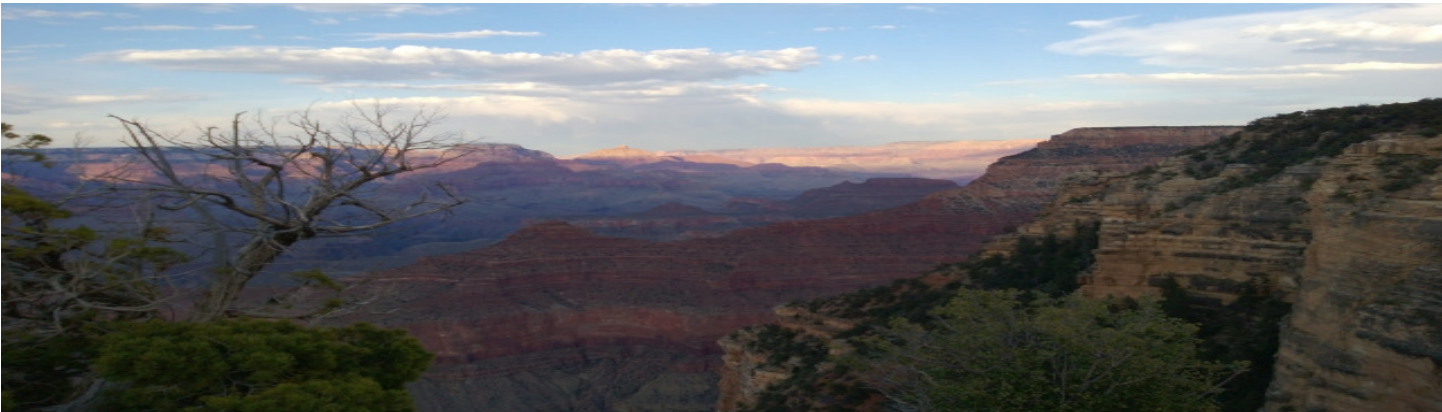
Janus International Hospitality Student Exchange
 US State Department Designated J-1 Sponsor Agency

16102 Theme Park Way, Doswell, Virginia 23047
 Toll Free: 1-866-249-3888 Fax: 1-804-876-3113

JOB DESCRIPTION: XANTERRA SOUTH RIM LLC
LOCATION: GRAND CANYON, ARIZONA

EMPLOYER INFORMATION	
EMPLOYER	<ul style="list-style-type: none"> XANTERRA SOUTH RIM LLC, GRAND CANYON, ARIZONA To live and work in beautiful, but very remote Grand Canyon South Rim
JOB TITLE	<ul style="list-style-type: none"> Guest Room Attendant, Kitchen Utility
JOB DESCRIPTION	<ul style="list-style-type: none"> Guest Room Attendant: Clean hotel guest room: Change linens, clean bathrooms, vacuum, dust. Physically demanding; requires bending and lifting. Please make sure to read the Guest Room Attendant duties and responsibility on page 4-5 Kitchen Utility: Operate dish machine, pot washing, mop floors, clean kitchen. Physically demanding; requires bending and lifting. Minimal to good English required. Please make sure to read the Kitchen Utilities duties and responsibility on page 6-7
ENGLISH LEVEL	<ul style="list-style-type: none"> Intermediate – Fluent
EMPLOYMENT POSITION INFORMATION	
WORK DATES	<ul style="list-style-type: none"> Work Start: Beginning/Mid May to end of May Work End: Until end of August
HOURLY RATE PAY	<ul style="list-style-type: none"> Guest Room Attendant - \$8.00/per hour (OT only after 40 hours of work in a workweek) Kitchen Utility: - \$7.80/ per hour (OT only after 40 hours of work in a workweek)
EMPLOYMENT DATES	<ul style="list-style-type: none"> Xanterra Grand Canyon expects all students to work through to the final date on their employment agreement in order to be considered a completion of the program
AVERAGE # OF HOURS	<ul style="list-style-type: none"> Estimated Average Hours per Week: 30+
PAYCHECK FREQUENCY	<ul style="list-style-type: none"> Paychecks paid bi-weekly Recommended to bring with you \$500-\$750 to cover your expenses until you receive your first paycheck.
MEAL DISCOUNT	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please read additional information in The Canyon Informer International
GETTING TO WORK	<ul style="list-style-type: none"> Housing within walking distance of all work areas
UNIFORM REQUIREMENTS	<ul style="list-style-type: none"> Uniform is provided. Please read additional information in The Canyon Informer International
GROOMING CODE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes. Facial hair for men should be clean shaven and hair above collar length. Good personal hygiene is a must, including daily shower and bath and use of deodorant. No visible tattoos or facial piercing during work. Conservative jewelry
DRUG TESTING	<ul style="list-style-type: none"> All arrivals are drug tested prior to being placed in housing. This is done in the Human Resources office in a drug testing room. It is extremely important that you are able to pass the pre-employment drug test or you will not be housed or employed. Drug testing also takes place after accidents, for cause, and at random
SECOND JOB	<ul style="list-style-type: none"> A few people will be able to get a 2nd job with another company here in the park. Most will not. It is nothing Xanterra can arrange. If you want extra hours in another department besides your own, you will have to go speak with the other managers and ask if they have hours to give
HOUSING INFORMATION	
HOUSING ADDRESS	<ul style="list-style-type: none"> 10 Albright avenue, Grand Canyon, Arizona, 86023 (various dorms)
COST OF HOUSING	<ul style="list-style-type: none"> The costs of housing is a maximum of \$17 per week (0.42 cents per hour worked). Please read additional information in The Canyon Informer International
HOUSING COLLECTION	<ul style="list-style-type: none"> Collected thru payroll deductions from students' paycheck
HOUSING DEPOSIT	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> No

HOUSING FEATURES	<ul style="list-style-type: none"> The housing is dormitory-style with 2 or 3 people per room, 3-15 people sharing 1 bathroom. Please read detailed housing information and housing rules in The Canyon Informer International
SOCIAL SECURITY INFORMATION	
SOCIAL SECURITY OFFICE	<ul style="list-style-type: none"> 2715 S. Woodlands Village Blvd., Flagstaff, AZ 86001
HOW AND WHEN TO APPLY FOR SOCIAL SECURITY	<ul style="list-style-type: none"> You must apply for your Social Security Card before coming to the Canyon. You cannot check in and you may not start working without having applied for the Social Security Card. The Flagstaff Social Security Office is the most popular place to apply for the SSC's and they are used to dealing with the J-1 visas Office Hours: 9 am to 3 pm – Mon, Tues, Thurs & Fri. Wednesday – 9 am to 12 pm. Closed on holidays. Please remember that your employer strongly recommends to arrive to Grand Canyon on Monday, Tuesday or Wednesday. Do not arrive on Friday, Saturday or Sunday. Do not arrive after 5:00 PM There is a hostel in Flagstaff. If you need to spend the night before coming to the Canyon, make arrangements to stay there. The website is www.grandcanyonhostel.com/GCindex.htm If you know in advance that you need to stay at the hostel, you should make reservations
SOCIAL SECURITY WEBSITE	<ul style="list-style-type: none"> www.ssa.gov
AREA INFORMATION	
AVERAGE TEMPERATURE	<ul style="list-style-type: none"> Summer temperature: 70s to 90s F (20s C) www.weather.com
WHAT TO BRING AND WEAR	<ul style="list-style-type: none"> Generally, summers are very warm and afternoon monsoon rains can occur regularly. Appropriate footwear. Most positions involve long hours on your feet, so bring comfortable sturdy shoes. Black shoes are appropriate for all positions and must completely enclose the foot Bring hand cream and skin moisturizer. This is very dry climate and you will notice your skin becoming very dry Alarm clock, preferable battery or windup
JOB WEBSITE	<ul style="list-style-type: none"> www.grandcanyonlodges.com www.janus-international.com
NEAREST CITY	<ul style="list-style-type: none"> Flagstaff, Arizona - 89 miles Phoenix, Arizona – 247 miles Las Vegas, Nevada – 273 miles
NEAREST INTERNATIONAL AIRPORT	<ul style="list-style-type: none"> Phoenix International Airport Please read detailed information on how to get to Grand Canyon in The Canyon Informer International Please remember that Xanterra Grand Canyon strongly recommends to arrive to Grand Canyon on Monday, Tuesday or Wednesday. Do not arrive on Friday, Saturday or Sunday. Do not arrive after 5:00 PM
AREA DETAILS	<ul style="list-style-type: none"> Please read detailed Grand Canyon Village Services information in The Canyon Informer International
ADDITIONAL INFORMATION/BRIEF ARRIVAL INFORMATION	<ul style="list-style-type: none"> You should arrive on a Monday, Tuesday, or Wednesday. New employee orientation is held on Thursdays and that is the first day you will start earning money. You can arrive on a Thursday if necessary, but should contact Xanterra in advance for approval. You must NOT arrive on a Friday, Saturday or Sunday! You must also NOT arrive after 5:00 pm on any other day of the week, as the office is only open Monday through Friday from 8:00 am to 5:00 pm. If you arrive after 5:00 pm or on a Saturday or Sunday, there will be no one here to check you into housing because offices are closed Please always include your First and Last Name and the name of your sponsoring agency when you correspond with Xanterra managers. You can increase your chances of getting a response by using a free hotmail.com or yahoo.com account, such as those that we use in the United States When you obtain your travel itinerary, please email it to Janus International at student@janus-international.com. Please note that you are responsible for verifying your university schedule prior to your travel arrangements. You must obtain approval from Janus International and/or your employer of any changes in your Job Start or Job Ending dates prior to your arrival in the U.S. If your employer is unable to accept that change, they have the right to cancel your Job Agreement. After your arrival in the U.S., any unauthorized early departure from your program or from your employer may result in loss of deposit, program cancellation and/or denial of a future visa application



JOB DESCRIPTION

Job title: **GUEST ROOM ATTENDANT**

Reports to: Unit Housekeeping Manager

Basic function: Clean guest accommodations according to established standards.

Duties & Responsibilities:

1. Clean assigned guest accommodations to standards including making beds, cleaning bathrooms, dusting, amenities, removing dirty linens, cleaning outside guest rooms, in hallways and surrounding grounds.
2. Control all keys, master and guest room keys, and maintain security of guest rooms, both vacant and occupied.
3. Strictly follow standards in cleaning stay over rooms in dealing with guest's property.
4. Follow instructions given by Inspector and/or Unit Housekeeper regarding returns to room to correct discrepancies.
5. Strictly follow all lost and found procedures. Immediately report lost and found items to the Inspector or Unit Housekeeper.
6. Report any maintenance related problems to the Inspector or Unit Housekeeper immediately.
7. Stock cart as instructed.
8. Follow instructions in use of all chemicals and cleaning agents.
9. Practice Risk Management procedures, including morning stretches, to ensure a safe working environment. Report any safety problems immediately.
10. Wear required personal protective equipment while performing tasks.
11. Other duties as assigned.

Desired Qualifications:

1. Able to meet physical qualifications of the job, which include bending, twisting, lifting, pushing and long periods of standing.
2. Strong organizational and time management skills while maintaining attention to details.
3. Ability to work quickly and productively with minimal supervision.

Uniform:

A uniform is provided for the position, which shall be worn while on duty. The employee will provide his/her own closed-toe, athletic footwear appropriate to the job.

Appearance Standards:

The position will follow the appearance standards as outlined in the Xanterra Parks & Resorts Appearance Standards Policy.

Physical Requirements:

GUEST ROOM ATTENDANT				
	Not Applicable	Occasionally	Frequently	Constantly
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Sit	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach outward	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climb	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Squat/kneel	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
<u>Lift/Carry</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Push/Pull</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
26-40 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
41-100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

JOB DESCRIPTION

Job title: **KITCHEN UTILITY**

Reports to: Food & Beverage Management Team

Basic function: Proper cleanliness and sanitation of the kitchen, dishes, pots/pans, utensils and glassware.

Duties & Responsibilities:

1. Clean and sanitize all cooking utensils, dishware, pots/pans, and work areas.
2. Clean and organize back dock including surrounding areas.
3. Clean and sanitize work areas including the pot/pan sink.
4. Sweep and mop kitchen floors, break room areas, clean floors, walls and shelves of the kitchen including walk-ins.
5. Clean and sanitize employee restrooms once each shift.
6. Take out trash and clean trash receptacles.
7. Restock dishes on the lines.
8. Complete opening and closing shift side duties.
9. Wear required personal protective equipment while performing tasks.
10. Adhere to all safety risk management and environmental policies while performing tasks.
11. Other duties as assigned.

Desired Qualifications:

1. Ability to physically stand for long periods of time.
2. Ability to work around high temperatures, cleaning detergents and chemicals.

Uniforms:

The position is provided a uniform, which shall be worn while on duty. The employee must provide his/her own black socks and slip-resistant, black colored footwear.

Appearance Standards:

The position shall follow the appearance standards as outlined in the Xanterra Parks & Resorts Appearance Standards Policy.

Physical Requirements:

KITCHEN UTILITY				
	Not Applicable	Occasionally	Frequently	Constantly
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reach outward	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Squat/kneel	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<u>Lift/Carry</u>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Push/Pull</u>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
26-40 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
41-100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			