

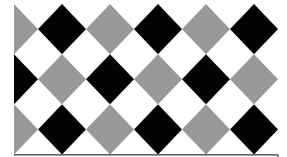
Welcome _____ to Totem Resorts...

We're so Glad You're Joining Us!

Your start date is: _____

Your rate of pay is: _____ per month

Your completion bonus is: _____ per month



As a new employee of Totem Resorts, we'd like to officially welcome you to "the best summer job you'll ever have". We hope your time with us will be rewarding and memorable. We also trust that while you're here, you'll strive to carry on our tradition of excellent customer service—working together as a team to achieve this, will ensure that our guests have the best vacation ever!

When You Arrive

Your arrival date should be the day before your start date. This gives you time to settle in and be prepared for your first day of work!

Check in first at the Totem Lodge Office (before 5:00 pm) on day of arrival and you will be assigned your room, given an introduction to Totem Resorts, and receive your schedule for the following day. People arriving at either the Kenora or Winnipeg airport, need to contact us to arrange to be picked up by the Totem Resorts shuttle bus.

If you haven't already sent in your contract, you must do so by April 1/10, no later.

Special Points of Interest

There will be a staff meeting for all staff after everyone arrives. This meeting will be held at Totem Lodge at the beginning of the season.

You can redirect your mail: c/o Totem Resorts, Box 180, Sioux Narrows, Ontario P0X 1N0

Contact phone numbers are as follows:

Totem/Yellowbird-(807) 226-5275

Wiley Point-(807) 543-4090

Sioux Narrows is Central Time

IMPORTANT THINGS



What To Bring

Void cheque or account details for direct deposit *linen for a single bed * blankets * pillow * toiletries (shampoo, toothpaste, soap, etc) * towels * *facecloths * wind up alarm clock or one that runs on batteries* bathing suit (Please feel free to bring any small items that remind you of home.) Warmer clothes for Spring/Fall

Suggested Items to Pack

Rain gear * umbrella * iron * ironing board * laundry soap * laundry basket * TV * stereo* camera * fishing rod / reel * (bicycle & roller blades for Totem/Yellowbird staff only) * fishing license * board games* dvd player* tv * xbox* playstation and

other activities that you enjoy.

Recreation & Services

Guests come first, but you are more than welcome to use the beach and certain equipment free of charge (canoes, kayaks, beach volleyball, pool table, shuffleboard). You can also rent some boats, based on availability. Employee accommodations are equipped with Satellite Receivers. You, may purchase a fishing license at our offices.

For all Totem Lodge/ Yellowbird Employees

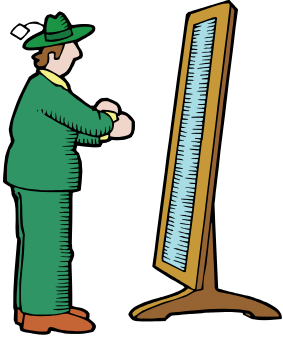
There is one banking facility in Sioux Narrows, the Lakewood Credit Union. We also have a ATM on site at Totem Lodge. The town is 2 km's walking distance from Totem Lodge. It has stores where you can purchase most items, restaurants, and gift shops. A doctor and dentist come to the Nursing Station in Sioux Narrows once a week, and there is an major hospital in Kenora,

For all Wiley Point Employees

The town of Kenora is approximately 30 min. from Wiley by boat. If available, boats can be used by staff to get to and from Kenora, for a small fee. We do have scheduled boat runs to pick up supplies, and all staff, if off shift, are free to catch a ride. Kenora has convenience stores, grocery stores, restaurants, gift shops, several banks, a shopping mall, major hospital, doctors and dentists. It also has 5 banks. To be prepared, since you will be living on an island, you should bring enough supplies to get you through at least one month, such as toiletries, medicine's, books, stationary, TV, DVD/VCR, movies and any other activities to keep you busy. You will be taken to Wiley Point Lodge by boat from Totem Lodge on day of arrival. Your car will be parked at Totem Lodge.

WORK CLOTHES/UNIFORMS

You will be required to bring the appropriate work clothes, depending on the position for which you have been hired. All uniform tops with exception of the kitchen will be supplied by Totem Resorts. The first uniform top you receive will be free, the second one there will be a fee. No blue jeans will be allowed at anytime during your shift.



All Staff Totem/Yellowbird/Wiley



Food & Beverage Servers— white blouse with collar for the evenings, black pants and black shoes. Supplied top and khaki/tan pants for the mornings.

Kitchen Staff -kitchen whites and white rubber-soled shoes.

Bartenders—supplied top, black pants and black shoes.

Dishwashers—supplied top, khaki/tan pants and shoes with good grip.

Housekeeping—supplied top, khaki/tan pants or walking shorts and comfortable shoes.

Maintenance/Grounds—supplied top, khaki/tan pants, steel toed boots or shoes.

Dock Hands/Guides—supplied top, khaki/tan pants or walking shorts and comfortable shoes.

Guest Services/Night Security—supplied top, khaki/tan pants or walking shorts and comfortable shoes.

Office Staff—supplied top, khaki/tan pants or black skirt, dress shoes or sandals. (no mini skirts, shorts or running shoes)

IMPORTANT

All staff requiring uniform shirts must call the office (807-226-5275) between 8 am and 5 pm) before April 1st to inform us of your shirt size.



Staff must be clean and neat at all times. Good grooming is part of your job requirements. No “radical” clothing, hairstyles, or jewelry. No visible body piercing or tattoos are allowed.

There will also be no usage of IPods, MP3 Players & Cellphones on duty or in the workplace area.

