

Company: **Best Western Grand Canyon Squire Inn**

Position: *Hotel Worker*

Location: *Grand Canyon,AZ*

Host Company Description: *At the Best Western Grand Canyon Squire Inn we are proud to be the finest property at The Grand Canyon. Moments away from the South Rim entrance to Grand Canyon National Park our property offers all the amenities you expect and deserve from a fine hotel. We are pleased to provide you with the ultimate Grand Canyon hotel experience.*

*At our Grand Canyon hotel you can experience an exquisite sunset relax under the stars and wake up to a spectacular sunrise when lodging with us. The Best Western Grand Canyon Squire Inn offers an unexpected grandeur uniquely suited to a Grand Canyon South Rim hotel. We promise you a remarkable memorable experience at the Grand Canyon one of the premier world heritage sites.*

Job Description: *PARTICIPANTS WILL BE ASSIGNED TO ONE OF THE FOLLOWING POSITIONS UPON ARRIVAL. A large majority of the positions will be Housekeeping and Laundry. Only a few students will be selected for the other positions.*

*LAUNDRY ATTENDANT: Washing Drying and folding all linens used in lodge.*

*KITCHEN UTILITY: Washing Dishes assisting in the kitchen as needed cleaning kitchen area and removing all trash from kitchen.*

*HOST/CASHIER: Greet and seat guest in the dining room. Cash out guest checks at the end of a meal.*

*LODGE ATTENDANT: Responsible for keeping all public areas of the lodge clean and orderly.*

*GUEST ROOM ATTENDANT: Clean guest rooms including making beds cleaning bathrooms dusting and vacuuming.*

*FRONT DESK CLERK: Properly check guest into guest rooms. Post guest charges to their rooms run reports as needed properly check guest out of guest rooms at end of stay. Handle guest issues as required.*

Region:

Industry: *Hotel/Resort*

Position Type: *Hospitality Crew*

Start Date: *25.06.2012 - 15.07.2012*

End Date: *08.10.2012 - 31.10.2012*

English Level: *Conversational*

Minimum Age:  
Gender Requirement: None  
Housing Provided: Yes, and it's required  
Second Job Possible? Yes  
Pay Rate: 7.35 per hour  
Tips and Other Comp: Tips are rare in these positions.

**Job**  
Job Number: 80191  
Job Requirements: Participant must be able to stand for long periods of time (8 hour shift). Must be able to lift and bend. Understand and follow direction. Flexible and hard working.  
Possible to move within company? Rare  
Required Skills: *Participant must be able to stand for long periods of time (8 hour shift). Must be able to lift and bend. Understand and follow direction. Flexible and hard working.*  
Additional Application Documents: No

**Compensation**  
Pay Rate: 7.35 per hour  
Tips and other comp: Tips are rare in these positions.  
Expected Minimum Hours: 32  
Estimated overtime: none  
Expected schedule: Schedules will be assigned upon arrival.  
Second Job Possible? true  
Second Job Notes: Sometimes it is possible to get a second job, but can be rare. A second job can not interfere with your commitment to Best Western  
Meal Discounts: one meal per shift while at work.

**Policies**  
Drug Screening:  
Dress Code (incl. Uniforms): There is a Uniform Deposit of \$125.00 that is refundable if Uniforms are returned in good condition.  
Participant must be clean and neat in appearance and wearing name tag while on duty. -Dress Code- Uniform shirts are provide. Participant must bring black pants and shoes.

Grooming:  
Additional info:

**Housing**  
Housing Provided: Yes, and it's required

Housing Information:	Most housing is located on site walking distance to work. Small efficiency apartments with two beds and small kitchen. Room is furnished including linens. Room is for two persons either same or mixed gender. However once the on-site housing is full the remaining housing is 25 miles South of the Hotel. Free transportation is provided from 8:00 am to 5:00pm for all employees.
Housing costs (estimate):	Rent is \$1.75 per hour worked to a maximum of 40 hours per week. Includes all utilities.
Additional costs:	Housing Deposit and Key Deposit \$150.00. Full Deposit is returned at termination if all is returned clean and in working order.
Housing features:	Company provides shuttle service to Flagstaff AZ (dependant on number of employees that sign up and weather.)  Laundry Facilities on-site.  Free internet in Human Resources Office for employees.  Discounts on local area activities Helicopter Rides Airplane Rides and Raft Trips in the Grand Canyon.

## **Area**

Area Description:	The Best Western Grand Canyon Squire Inn is located in a vary small town. There are no night clubs or shopping outlets. If you love the outdoors and nature this is that place for you!
Average Temperature:	40 to 90 degrees Nights are coll and the days are usually warm.
Altitude:	6500 - 7000 feet above sea level.
Nearest Major Cities:	Flagstaff AZ
Information Websites:	<a href="http://www.bestwesterngrandcanyonsquireinn.com">www.bestwesterngrandcanyonsquireinn.com</a>
Things to Do:	If you love the outdoors and nature this is the job for you. The Best Western Squire Inn is the gateway to the Grand Canyon. There is endless hiking out your front door.
What to Wear:	Bring clothes for warm weather and cool weather. Temperatures vary from day to night days are usually warm and the nights cool.

## **Travel**

Recommended Airport:	Phoenix, Arizona
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Travel Instructions:

We strongly recommend you fly to Phoenix, Arizona: From Phoenix you will have to take a bus to Flagstaff, Arizona, then another bus from Flagstaff to the employer, who is located not far from there. There are two bus lines you can take from the Phoenix Airport to Flagstaff. Greyhound Bus Lines has a station near the Phoenix Airport. You will have to take a taxi from the airport terminal to the Greyhound station. You want to purchase a ticket to Flagstaff. To get schedule information for Greyhound you can call toll-free 1-800-231-2222. SHUTTLE FLAGSTAFF TO Best Western: Flagstaff Express: You will need to take the Flagstaff Express from Flagstaff Arizona to Best Western Grand Canyon Squire Inn. You can make reservations at [www.flagstaffexpress.com](http://www.flagstaffexpress.com) or by calling 1-800-563-1980. ARRIVAL: Need to be at the employer before 3:00 pm Monday - Thursday in order to complete the paperwork and obtain your housing. If it will be later than 3:00 pm please stay in Flagstaff at the hostel for the night. STAYING OVERNIGHT IN FLAGSTAFF: Because of differing schedules, you may have to spend the night in Flagstaff and catch the shuttle the next day if you arrive in Flagstaff after 3 pm, you will stay in a hotel that night. If you need to spend the night in Flagstaff, we recommend staying at the Grand Canyon International Hostel. It is a nice, clean, low-cost place to stay. They will also pick you up at the bus station or train station and take you to the hostel. You can call the Hostel at 928-779-9421 Grand Canyon International Hostel 19 South San Francisco Street, Flagstaff, AZ 86001 [www.grandcanyonhostel.com/GCindex.htm](http://www.grandcanyonhostel.com/GCindex.htm) Or you may try the Canyon Inn, 1-928-774-7301. Rates are lower during the week – hotel room prices in Flagstaff tend to go up on the weekends. Show your offer letter in order to get the best rate possible. DESCRIPTION OF AREA: Very small and remote area nearest town is 90 miles away, Flagstaff. Nearest major city is 4 hours away, Phoenix. [www.mapblast.com](http://www.mapblast.com) search for Grand Canyon, AZ

Nearest Bus Station:

Flagstaff Arizona This is the least expensive way to get to near the Best Western Grand Canyon Squire Inn. You will want to book a ticket with Greyhound Bus Lines to Flagstaff, Arizona. To get schedule information and prices for Greyhound call toll-free 1-800-231-2222. When you arrive in Flagstaff you will have to take one of the two shuttle services, either Flagstaff Express or Open Road Tours. Let the shuttle services know you are a Best Western employee by showing the agent your Offer of Employment. They will make every effort to bring you directly to Human Resources to report in. Call in advance to confirm your scheduled arrival.

Nearest Train Station:

Flagstaff Arizona Train service via Amtrak is available to Flagstaff, Arizona. There is a train that arrives late at night around 11:00 PM from the east, and an early morning train that arrives from the west around 5:00 AM. When you arrive in Flagstaff you will have to take one of the two shuttle services to Grand Canyon. <http://www.amtrak.com>

Transportation to Host Company: Phoenix, Arizona (4 hours from the employer) Upon arrival at the Phoenix Airport, collect bags at Baggage Claim, and proceed to the Ground Transportation Area. Look for the Greyhound Bus Stop Sign. Ask a security guard where it is if you do not see it. You will be boarding a bus to take you to Flagstaff AZ. The Greyhound Bus goes to Flagstaff Greyhound Terminal directly from the Phoenix Airport. Please check [www.greyhound.com](http://www.greyhound.com) for schedules, times and prices. You will get off the bus at the main terminal in Flagstaff located at 399 South Malpais Lane, Flagstaff, AZ 86001. The terminal phone number is 928-774-4573. This terminal is open 24 hours.

Reporting Instructions: Please report to your employer upon arrival.

Estimated days from arrival before 3-5  
starting work:

### **Social Security**

Nearest Social Security Office: Flagstaff Arizona  
Suite 130  
1585 South Plaza Way  
Flagstaff AZ 86001  
(800) 772-1213  
Hours Monday –Friday 9:00 am – 4:30 pm

Instructions for obtaining card: DO NOT apply for your social security card before you arrive at your employer. Once you arrive at your employer and check in with Intrax your employer will then take you to social security and assist you in applying for your Social Security Card.

### **Contact Information**

Company Address Line 1: 100 Highway 64  
Company Address Line 2:  
City: Grand Canyon  
State: AZ  
ZIP/Postal Code: 86023  
Supervisor Name: Sue Winchester  
Phone: (928) 638-8402