

Company: **Fountainhead Development (Queens Way, Fairbanks, AK)**

Position: *Housekeeper*

Location: *Fairbanks,AK*

Host Company Description *Fountainhead Development Inc. (FDI) established in 1985 is the largest real estate developer and hospitality organization in Fairbanks. We own and manage four hotels over half of a million square feet of commercial leasing space and a year-round commercial construction division.*

FDI's hotels include Sophie Station Hotel Wedgewood Resort Bear Lodge (located on the grounds of Wedgewood Resort) and the Bridgewater Hotel. Between these four properties there are 700 hotel rooms four restaurants two lounges one internet cafe & gift shop and a beautiful convention facility.

We staff of over 175 year round employees and over 200 additional seasonal employees in a variety of jobs from construction to restaurants and hotels!

Fountainhead Development is committed to the Fairbanks community and proud of the role it has played in expanding commercial retail residential and hotel opportunities within the community.

Job Description: *Fairbanks in Alaska's Great Interior the majesty of Denali captures the horizon and thousands of caribou migrate across the tundra while Northern Lights dance above. Fairbanks offers you a variety of activities from the great outdoors to arts and culture. Fountainhead Development offers participants a great job in a supportive working environment including providing housing to all international employees.*

Region:

Industry: *Hotel/Resort*

Position Type: *Housekeeping*

Start Date: *15.05.2012 - 01.06.2012*

End Date: *15.09.2012 - 01.10.2012*

English Level: *Conversational*

Minimum Age:

Gender Requirement: *None*

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

Second Job Possible? *Yes*

Pay Rate: *\$9.00/hour + bonus*

Tips and Other Comp: *No tips. Please see Additional Information for details on the pay rate and bonus.*

Job

Job Number: 80711

Job Requirements: Housekeepers are responsible for the following tasks: cleaning hotel rooms and suites cleaning bathrooms and kitchens at the hotels vacuuming dusting changing linens washing dishes and stocking supplies. Some positions will drive a company van to deliver laundered items and will require a valid Alaska driver’s license. The participant can apply for an Alaska driver's license upon arrival.

Fountainhead Development (FDI) owns and operates three hotels in Fairbanks. You will be assigned to work at any one of the three properties. You may also be assigned to one and then reassigned to another. (In other words the employer may ask you to move from one property to another through out the season.)

Possible to move within company? There is a slight possibility that you will be transferred to another position upon arrival. A job change would depend on both employer need and participant interest and ability.

Required Skills: *First-time JI participants preferred. Return participants are considered on a case-by-case basis and Host Company permission must be received prior to application.*

The participant should be: willing to do a variety of job duties able to meet employer’s professional grooming standards demonstrate good customer service skills able to complete tasks in a timely manner. You must able to lift and move 30 pounds on a regular basis able to interact with guests in a professional and helpful manner able to adapt to a revolving work schedule able to work effectively as a part of a team. Previous experience is a plus but not a requirement.

Additional Application Documents: *You will be expected to sign a form outlining your conditions of employment with FDI upon arrival.*

Compensation

Pay Rate: \$9.00/hour + bonus

Tips and other comp: No tips. Please see Additional Information for details on the pay rate and bonus.

Expected Minimum Hours: Participants will be scheduled on a regular basis for 35 to 40 hours per week. Overtime is possible but not guaranteed. Overtime will be assigned on an as-needed basis only.

Estimated overtime: Participants will be scheduled on a regular basis for 35 to 40 hours per week. Overtime is possible but not guaranteed. Overtime will be assigned on an as-needed basis only. Overtime, if assigned, may be in a different position or department.

Expected schedule: Participants will work 8 hours a day and shifts will vary. The schedule will be 5 days per week and will include weekends.

Second Job Possible? true

Second Job Notes:

There are several opportunities for second jobs near your employer. Please remember that your first responsibility is to Fountainhead Development. If you obtain a second job, it must not interfere with your job at your primary employer. Your J-1 status is dependent on you remaining in your position at your primary employer for the duration of your program.

Meal Discounts:

There is no meal discount or meal plan provided by the employer. Participants are responsible for purchasing and preparing all of their own meals. Kitchen facilities are provided in the participant housing.

Policies

Drug Screening:

Dress Code (incl. Uniforms):

It is the policy of Fountainhead Development (FDI) to present a conservative and professional image to our clients. Therefore all employees while on duty or on FDI premises are required to be well groomed and appropriately dressed at all times. Earrings must be inconspicuous in size and may not be dangling. Female employees may wear multiple earrings; male employees are limited to one earring per ear but the earrings must be studs no hoops. Make-up must not be worn in excess - no metallic or black lip color or eye shadow/liner. Perfumes colognes and other scents are not to be used in excess. -Dress Code- Please bring black trousers or slacks with you for your portion of the uniforms. Stretch pants or jogging pants are not allowed. Employer provides polo shirts. Closed toe shoes must be worn while working (no sandals). Uniforms must be worn while on duty. If you do not arrive to work in uniform you will be sent home.

Grooming:

Additional info:

Pay Rate Details

Employees are paid every two weeks. Contract completion bonus is \$0.50 for every hour worked. Employee must complete work term to be eligible for bonus. Final paychecks as well as contract completion bonuses will be available to you three working days after your last day worked. Please make your travel plans for departing Fairbanks accordingly.

New Hire Process

New hire process will be completed within a few days of your arrival and must be completed before you begin work. Please have your passport DS-2019 paperwork and I-94 stamp with you. We will go to Social Security office the drug screening and the Hotel Property that you will be working at. We will also fill out the remainder of your new hire paperwork.

Policies

Our commitment to our employees is to provide a copy of and explain policies and procedures so that each employee understands and agrees to our conditions of employment. Policies and procedures are established for the safety and well being of our entire staff. Employees will follow these policies and procedures or face disciplinary action up to and including termination of employment. Please refer to both the Fountainhead Development Inc. Seasonal Employee Handbook and Safety Program.

Housing

Housing Provided:

Yes, and it's required

Housing Information:

Housing is provided by your employer at one of 2 different locations in Fairbanks. In winter transportation between housing and the work site will be provided.

Housing costs (estimate):

\$9.00/day

Additional costs:

\$200 housing deposit per participant will be deducted from the first pay check.

Housing features:

One-bedroom apartments are available at the cost of \$9.00 per day per participant. Housing cost will be deducted from your paycheck each paycheck. Room charges will accrue as long as you are staying in the apartments even after your last day worked. Maximum stay after last day of work is 3 days no exceptions.

Two to three employees will share an apartment; enough twin beds will be furnished in each bedroom to accommodate one bed per person. Housing is either mixed gender or same sex depending on availability and the preference of the participants. ALL FINAL HOUSING DECISIONS WILL BE MADE BY THE EMPLOYER.

Apartments will be furnished with a television telephone (free local calls) dishes pots pans linens and all major appliances (laundry facilities are located in adjacent building). You are responsible for meals shopping is within walking distance. Internet access is not available in the housing but is available at the local library. Mailboxes are at housing location. Personal mail including packages will not be accepted at the corporate office or at the hotels.

You will be asked to sign a housing agreement detailing your responsibilities and housing care. A member of FDI'S management team will inspect apartments twice a month. Prior to your final departure your apartment must be completely cleaned. An FDI Housekeeping Inspector will inspect your apartment and determine if it is cleaned to FDI standards. If it is not it will need to be re-cleaned by participant. The cost of any necessary repairs due to damages and/or extensive cleaning will be deducted from your housing deposit. Deposits will be refunded at move-out inspection.

Area

Area Description:

You will be working and living in central Alaska in Fairbanks, Alaska.

Average Temperature:

Winters in Fairbanks are extremely cold. Temperatures of negative 20 to negative 40 degrees Fahrenheit are not unusual and there is very little day light during the winter months. Daily temperatures can still be below zero degrees Fahrenheit in March. Spring temperatures (April and May) can be around 30 to 40 degrees Fahrenheit. Summer (June) temperatures can be 50 to 80 degrees Fahrenheit. Please check the following website for more detailed weather information in Fairbanks: <http://www.explorefairbanks.com>.

Altitude:

Sea Level

Nearest Major Cities:

You will be located in the second largest city in Alaska. Fairbanks is 350 miles away from Anchorage.

Information Websites:

fountainheadhotels.com, explorefairbanks.com

Things to Do: You will be centrally located to take advantage of all of the opportunities a medium-size city offers: Arts and culture, theater, entertainment, shopping, dining, opportunities for second jobs and sports.

What to Wear: It is advisable to bring a variety of warm clothing to wear during the winter months. A good pair of hiking shoes or winter boots, thick socks, jeans, t-shirts, long sleeve warm shirts, sweatshirts or sweaters, a parka (warm winter coat), a rain jacket, warm hat, and gloves are required. Bringing a variety of clothing that can be worn in layers is also advisable. Please dress warmly, particularly if you are coming to Alaska from a warm climate such as South America, Thailand or Philippines.

Travel

Recommended Airport: Fairbanks International Airport in Fairbanks (FAI)

Travel Instructions: When you arrive at the airport in Fairbanks, call Wedgewood Resort at 452-1442 from a payphone. Tell them that you need transportation from the airport. Drivers are available day and night and will be expecting you to call the day you are scheduled to arrive. The driver will take you to your apartment housing.

Nearest Bus Station: Local bus transportation is available within Fairbanks, Alaska. <http://www.co.fairbanks.ak.us/transportation.com> Greyhound buses do not operate in Alaska.

Nearest Train Station: Local train transportation is available from Anchorage to Fairbanks, Alaska. However, it only runs one day per week in the winter. Please check the website if planning to travel by train. You may receive a discounted train ticket if you contact Fountainhead Development prior to your arrival. <http://www.alaskarailroad.com> Amtrak does not operate in Alaska.

Transportation to Host Company: It is best to fly directly to Fairbanks. Condor Airlines flies direct from Germany to Fairbanks, Alaska. Please be aware that it can be expensive to fly to Alaska. Purchasing a round-trip ticket is less expensive and provides a return date. Make your travel arrangements early to take advantage of the best prices. Please be certain that your local agency submits your flight arrangements to the Intrax Work Travel website at least 2 weeks prior to your arrival. If you need to stay overnight in Anchorage, Intrax recommends the HI hostel. <http://www.alaska.net/~hianch/about.html> located at 700 H Street (downtown) Anchorage, AK 99501. Phone: (907) 276-3635. Email: hianch@alaska.net

Reporting Instructions: 1-5 days.

Estimated days from arrival before 1-5 days.
starting work:

Social Security

Nearest Social Security Office: Room 138 101 12th Avenue
Fairbanks Alaska
99701

Instructions for obtaining card:

Please apply for your Social Security number upon arrival to Fairbanks. Your employer at FDI will assist you with this process. Be sure to obtain a receipt from your application to show to your employer.

Contact Information

Company Address Line 1:	1501 Queens Way
Company Address Line 2:	
City:	Fairbanks
State:	AK
ZIP/Postal Code:	99701
Supervisor Name:	Katie Lanning
Phone:	(907) 458-6114