



# JOB DESCRIPTION

## JOB INFORMATION

**Host Site:** HCMS in Missoula, MT (Double Tree Hotel)

**Remarks:** Placement locations are in **Missoula, Montana**. The employer reserves the right to place and/or move students based on availability and arrival time of students. **\*3 months work commitment**

**\*ALL Students may wait up to 7 days to begin work**

**Employers needs:** Students, both males and females

**Level of English required:** Intermediate conversational level of English. An English interview must be passed

**Skills required:** None

**Available positions:** **Housekeeping** in a hotel

**Dress code:** Students need to bring black rubber-soled, non-slip shoes and black pants. If not, they must purchase them upon arrival. Shirts will be provided

## HOUSING

**Is employee housing available:** YES

**Housing description:** Apartments are multi bedroom units with a kitchen and a bathroom, 2-4 students will share a bedroom, depending on size, 2 to 6 to share the bathroom. There is a basic rental furniture provided (bed, table and chairs). All utilities with apartment, **no linens or kitchen utensils**

**Housing deposit:** \$100 refundable, less \$50 cleaning fee

**Cost of housing:** \$75/week — the sub-lease will have the same length as the DS-2019 Form. The minimum required time to be committed to the housing is 3 months. If after 3 months, but before the end of the DS-2019 a student wishes to depart, he/she must notify HCMS in writing by e-mailing the HCMS local supervisor

Housing deposit & first month rent are due upon arrival (\$400)

## TRANSPORTATION

**Arrival pick-up provided:** YES

**On site transportation:** Housing is 45 minutes walking. Student can purchase bicycles for \$80

## ARRIVAL

**Arrival procedures:** Students should arrive into Missoula by plane or Greyhound bus, during the week and not after hours. The arrival details must be sent to HCMS at least 7 days prior to arrival. They can also fly to Spokane and take the bus to Missoula. They must call the supervisor to inform about the arrival time of the bus. If they arrive on the weekend or late at night, they are responsible to get a hotel until the next working day for pick up

**Area information:** Please visit [www.missoula.montana.com](http://www.missoula.montana.com)

## OTHER COMMENTS

HCMS Conditions to be signed. Housing deposit and first month rent are due upon arrival (\$400)



### Dates of employment:

Start date: **05/20/2009**—06/20/2009

End date: 09/08/2009 —10/20/2009

**ALL students must arrive by 06/20/2009**

**Wage:** \$7.00/hour

**Avg. hours per week:** 32-40

**Overtime:** Might be available, not guaranteed. If available, pays time and a half

**Frequency of pay:** Pay is every two weeks, distributed on Mondays

**Attention:** First paycheck - may take up to 3 weeks depending on the time of arrival

**Other benefits:** None

**Work schedule:** None available