



## Bryce Resort - Golf Guest Service Attendant

### HOST INFORMATION

**Company Description:**

*Work here, play here!*

*Located in Virginia, two hours west of Washington, D.C., Bryce is a resort dedicated to serving its members and guests. Known for being family-friendly, the resort features the Bryce Bike Park with lift accessible beginner, intermediate and expert trails. In addition, the property boasts a PGA rated 18-hole, golf course in an Alpine setting, and Lake Laura, a 45-acre recreational lake with a beach area, snack bar, and opportunities to canoe, paddleboat, and paddleboard. We also offers dining options ranging from quick service in our Shenandoah Center, to casual meals in our Copper Kettle Restaurant, or private special events ranging from golf tournaments, corporate retreats, weddings, anniversary parties and more!*

*Our team is dedicated to providing excellent facilities, good service, and relaxing enjoyment for all. We are fortunate to work in an informal atmosphere of a four-season resort. We consider ourselves professionals in the resort industry and provide a pleasant and fun experience for all guests. Employees are able to enjoy many of Bryce's amenities themselves as part of their employee benefit package, along with experiencing events Bryce host for our community, such as an annual Independence Day celebration, Oktoberfest celebration, New Year's Eve events, entertainment and more.*

**Perks and Benefits of working here:**

- *Discounted shift meals*
- *Discounted retail products*
- *Free golf green fees, Lake Laura access, mountain biking, and disc golf!!*

**Host Website:** <http://www.bryceresort.com>

**Site of Activity:** Bryce Resort

**Parent Account Name:** Bryce Resort

**Host Address:** 1982 Fairway Drive , PO Box 3 , Basye , Virginia , 22810

**Nearest Major City:** Harrisonburg , Virginia , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*This person will work with other staff professionals and will be primarily responsible for the customer service as well as cleanliness and inventory of golf cars.*

**GENERAL RESPONSIBILITIES:**

1. *Warmly greets each member/patron*
2. *Provides directions for the member/patron, as needed*

3. Complies with and enforce all policies and procedures of the club
4. Provides a clean and dry golf car to members/patrons – golf cars will be clear of anything other than: two new, sharp pencils and a scorecard – folded in half with the picture side of the card facing up.
5. Keeps golf car staging area clean and free from clutter
6. Staffs the bag-drop area to promote members/patrons to drop their clubs – runs shuttle service if they go directly to the parking lot.
7. Meticulously cleans all golf cars
8. Ensures all bags are properly loaded and secured
9. Always appears, acts, and responds in a professional manner
10. Keeps the front drive area and clubhouse surroundings clean and free from debris
11. Is prepared to relay weather and club event information to the members and patrons
12. Ensures golf cars are properly secured during closing shift
13. Ensures all keys are properly deposited in the night drop slot
14. Attends mandatory company and/or departmental meetings and trainings
15. Performs any other duties as directed

**Typical Schedule:**

Golf Hours of Operations Saturday - Sunday: 7am - 8pm Specific work hours and times vary depending on tee sheet schedule and tournaments. Typically guest service staff hours: 1pm - 9pm but can vary

**Seasonal changes to job duties or available hours:** Yes

- weekly hours may vary depending on weather - hours may vary depending on events and holidays

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$12.5

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$400

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

- weekly hours may vary depending on weather - hours may vary depending on events and holidays

**Average number of hours per week reached by last year's seasonal employees:** 32

**Overtime Policy:**

Yes, paid after 40 hours

## JOB REQUIREMENTS

**English Level required:**



*Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Working outdoors*

*Working under direct sunlight*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Bryce Resort shirt will be provided*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Golf professional attire - clean uniform free from holes or tears - shirt will be provided. Close toe shoes, such as tennis shoes are required - clean shorts or pants free from holes or tears*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Holiday Events, Arcade, Hiking, Caverns*

**Additional Details about Cultural Offerings:**

*On-site cultural experiences include annual July 4th Independence Day celebration (fireworks, vendors, music, food), dinners with both J1 students and local staff, sports activities such as golfing, hiking, Lake Laura, soccer, and other experiences that may be of interest.*

**Local Cultural Offering:**

*- July 4th Independence Day Celebrations*

*- local parades*

*- local heritage festivals*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Co-ed housing. House with efficiency apartment attached. Main main level has 3 bedrooms, 2 bathrooms, kitchen and common area. Apartment has 1 bedroom, 1 bathroom, kitchen and common area. (private access) 2 participants per bedroom; 2-3 participants per bathroom. Shared laundry room. Amenities Include: washer, dryer, refrigerator, TV's, bedding / linen provided, microwave, utensils & small appliances. Address: 272 Fritzel Way Basye, VA 22810 House is located directly off ski slope / bike trail. Walking distance to the base of Bryce Resort.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

WiFi provided at housing. WiFi available at most Bryce facilities.

Phone Service: Yes

Description:

Landline not provided in house, available for use at Bryce. Reliable Cellular Service includes: Verizon, AT&T & T-Mobile

Kitchen facilities: Yes

Description:

Kitchen provided in housing & efficiency apartment. Kitchen Appliances include: refrigerator, stove, microwave, and basic kitchen utensils

Laundry facilities: Yes

Description:

Laundry area provided in bottom level of housing. 1 washer & 1 dryer, shared by all participants.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

Participants can request to share a bedroom with friend/partner. 2 participants per bedroom. Housing is co-ed.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$175

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is located directly above base of Bryce. Housing is on the side of the ski slope/bike trail.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*The highly recommended airport of arrival is Dulles International (IAD), which is approximately 1.5 hours away from Bryce and offers many flight options. If participants cannot find flights into Dulles, the next closest airport is Charlottesville Airport (CHO). Bryce provides airport pickups as there is no public transportation to Bryce from Dulles International or Charlottesville Airport. When booking flights, participants need to consider their arrival flight times. Pick up days of the week and hours for a Bryce representative will be weekdays only, between business hours. (9am - 7pm) No day of arrival transportation to Bryce is guaranteed if flights are booked outside weekdays and business hours. If flights are booked outside these hours, the participant may be required, at their own expense, to book lodging accommodations at a nearby airport hotel. Details about scheduled arrivals MUST be emailed, **no later than 2 weeks prior** to United States arrival to [brandy@bryceresort.com](mailto:brandy@bryceresort.com). Once [brandy@bryceresort.com](mailto:brandy@bryceresort.com) receives your email, a confirmation email will be sent back and communication will begin about who will be picking participants up from the airport and transporting to Bryce.*

*Once participants arrive to Bryce Resort, there is no public transportation. Housing is located on Bryce Resort, within walking distance. When participants initially arrive at Bryce, they will be taken to their housing. Participants will walk to and from work. Bryce representatives will be responsible for transportation needs of participants for Social Security office, banking, grocery / errand runs, and anything miscellaneous, based on a schedule provided.*

### **Suggested Arrival Airport:**

*Charlottesville Airport, CHO, Over 50 miles*

*Dulles International, IAD, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$0 to \$25**

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

*Comfort Inn & Suites Airport Dulles-Gateway*

*45515 Dulles Plaza*

*Sterling, Virginia 20166*

*<https://www.choicehotels.com/virginia/sterling/comfort-inn-hotels/va453?mc=llgoxxpx>*

*703-687-1612`*

*\$100 to \$150*

## TRAINING AND ONBOARDING

### **Pre-Arrival Onboarding:** Yes

*Bryce Resort electronically onboards all employees through their payroll company, Paycom. It is encouraged, but not required, that new employees begin their onboarding process prior to arrival. If onboarding has not started or been completed prior to arrival, employees will be required to complete all onboarding electronic documents before training and work begins. Bryce Resort will be able to assist with any questions you may have.*

*To begin onboarding prior to arrival email [brandy@bryceresort.com](mailto:brandy@bryceresort.com) with all of the below requested information:*

*Legal Name*

*Date of Birth*

*Email Address*

*Once Bryce receives the above information, an email will be generated from **Paycom Online Services (not Bryce Resort)** stating you have an assigned checklist to complete and instructions on how to access your Paycom Employee Portal. This checklist will include items such as personal information, tax information, I9, policies, and more.*

***Social Security Number:***

*Require participants to apply for SSN before arrival at worksite: No*

*Details about how to apply for Social Security Number:*

*Bryce Resort will assist all participants with applying for a Social Security number as well as provide transportation to the Social Security Office. Upon arrival, Bryce will assist each participants with registering online for a Social Security number and Bryce will schedule appointments for participants at the Social Security Office. In order to begin the online application process for a Social Security number, participants much have their passports and DS-2019 documents available when applying online.*

*Nearest SSA Office: Winchester , Virginia , Over 50 miles*

***Other:***

*Wage Payment Schedule:*

*Participants are paid bi-weekly through direct deposit. Bryce will assist participants with opening a bank account.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*It is important for all employees to present the highest professional appearance at all times as our work appearance is a reflection of the pride we have in ourselves, as well as our Resort. • Clothing must be clean and in good condition. T-shirts, tank tops, shorts, or sandals may only be worn when pre-approved. • Shoes must be kept clean and in good condition, with no holes or torn seams. • Hair must be kept clean and neatly groomed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*House Rules*

*No Smoking of any kind inside the house*

*Outside Smoking permitted, but all smoking debris must be properly disposed of*

*Trash Pickup: every Monday morning in cul-de-sac by the Church (at bottom of house driveway)*

*Wood Stove is NOT to be used at any time*

*Responsibilities*

*Cleanliness of house – proper trash disposal, clean bathrooms, clean bedrooms, clean common areas*

*Electricity Conservation (AC / Heat, Lights, Appliances, etc)*

*Water Conservation*

*Be considerate of neighbors – noise travels easily based on your house location*

*Be considerate of each other*

*If anything gets broken or stops working – notify Brandy or Ryan immediately*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Restaurants, Fitness Center, Public Library*

***Walking Distance from Housing:***

*Restaurants, Fitness Center, Public Library*

***In Town, Requires Transportation:***

*Food Market, Shopping Mall, Post Office, Bank*

***Unavailable:***

*Internet Cafe*



## Bryce Resort - Cook / Dishwasher

### HOST INFORMATION

**Company Description:**

*Work here, play here!*

*Located in Virginia, two hours west of Washington, D.C., Bryce is a resort dedicated to serving its members and guests. Known for being family-friendly, the resort features the Bryce Bike Park with lift accessible beginner, intermediate and expert trails. In addition, the property boasts a PGA rated 18-hole, golf course in an Alpine setting, and Lake Laura, a 45-acre recreational lake with a beach area, snack bar, and opportunities to canoe, paddleboat, and paddleboard. We also offers dining options ranging from quick service in our Shenandoah Center, to casual meals in our Copper Kettle Restaurant, or private special events ranging from golf tournaments, corporate retreats, weddings, anniversary parties and more!*

*Our team is dedicated to providing excellent facilities, good service, and relaxing enjoyment for all. We are fortunate to work in an informal atmosphere of a four-season resort. We consider ourselves professionals in the resort industry and provide a pleasant and fun experience for all guests. Employees are able to enjoy many of Bryce's amenities themselves as part of their employee benefit package, along with experiencing events Bryce host for our community, such as an annual Independence Day celebration, Oktoberfest celebration, New Year's Eve events, entertainment and more.*

**Perks and Benefits of working here:**

- *Discounted shift meals*
- *Discounted retail products*
- *Free golf green fees, Lake Laura access, mountain biking, and disc golf!!*

**Host Website:** <http://www.bryceresort.com>

**Site of Activity:** Bryce Resort

**Parent Account Name:** Bryce Resort

**Host Address:** 1982 Fairway Drive , PO Box 3 , Basye , Virginia , 22810

**Nearest Major City:** Harrisonburg , Virginia , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

**POSITION SUMMARY:**

*Prepares food for all food outlets.*

**GENERAL RESPONSIBILITIES:**

*. Follows standard recipes when prepping and preparing all items*

*. Prepares food for daily menus, both for pre-shift preparation and while in production, following all standardized recipes and*



*specifications*

- . *Uses food preparation equipment according to manufacturer's instructions*
- . *Follows all safe and sanitary food handling practices*
- . *Notifies supervisor in advance of product shortages*
- . *Returns any unused food to proper food storage areas*
- . *Cleans and sanitizes food preparation utensils and returns them to the proper area*
- . *Properly cleans work station and equipment*
- . *Advises supervisor of any complaints as soon as they occur*
- . *Performs duties of Cashier and Utility Worker as necessary*
- . *Washes and polishes all dishes brought to the dishwashing area by cooks, servers, and bussers*
- . *Collects trash from kitchen areas*
- . *Breaks down empty boxes from food and supply storage*
- . *Sweeps and mops kitchen floors*
- . *Stores dishes and wares in proper areas and with proper stacking/storing methods*
- . *Maintains cleanliness of the dishwashing machine, other related equipment, and the general dishwashing area*
- . *Complies with assignments provided by supervisor, including but not limited to, cleaning assignments and food preparation*
- . *Handles all equipment and wares with care to avoid damage and breakage*
- . *Adheres to all policies and procedures*
- . *Performs other duties as directed*

**Typical Schedule:**

*Copper Kettle Cook: Monday & Tuesday CLOSED Wed - Fri: 4p-10p Sat & Sun: 11a - 10p hours vary based on events and holidays*

**Seasonal changes to job duties or available hours:** *Yes*

*- hours vary depending on events and holidays*

**Drug Test required:** *No*

## COMPENSATION

**Hourly Wage:** *\$12.5*

**Eligible for Tips:** *No*

**Estimated weekly wages including tips:** *\$400*

**Bonus:** *No*

*\* All figures above are pre-tax*

**Estimated average number of hours per week:** *32*

**Estimated minimum number of hours per week:** *32*

**Estimated maximum number of hours per week:** *40*

**Potential fluctuation in hours per week:**

*hours can vary depending on events and holidays potential low hour weeks*

**Average number of hours per week reached by last year's seasonal employees: 32**

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

- 50% off shift meal - 20% off retail products - free golf green fees (\$5 cart rental) - free Lake Laura access - free mountain biking - free disc golf

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+: No**

**Previous Experience required: No**

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

- lift of products & boxes products are delivered in

Standing for entire shift

Handling cleaning chemicals

Working outdoors

**Job Training required: Yes**

Length of job training:

hands on job training the first couple days or work

Hours per week during training period: 24

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

**Need to wear uniform: No**

**Dress Code: Yes**

*Description:*

• Clothing must be clean, in good condition, and neatly pressed. Pants required, no shorts. • Shoes must be kept clean and in good condition, with no holes or torn seams. Shoes MUST be non-slip, closed toe. • Hair must be kept clean and neatly groomed. All personnel are expected to keep hair groomed so as not to be a safety factor, nor to distract from their professional appearance.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Holiday Events, Arcade, Hiking, Caverns

**Additional Details about Cultural Offerings:**

On-site cultural experiences include annual July 4th Independence Day celebration (fireworks, vendors, music, food), dinners with both J1 students and local staff, sports activities such as golfing, hiking, Lake Laura, soccer, and other experiences that may be of interest.

**Local Cultural Offering:**

- July 4th Independence Day Celebrations
- local parades
- local heritage festivals

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Co-ed housing. House with efficiency apartment attached. Main main level has 3 bedrooms, 2 bathrooms, kitchen and common area. Apartment has 1 bedroom, 1 bathroom, kitchen and common area. (private access) 2 participants per bedroom; 2-3 participants per bathroom. Shared laundry room. Amenities Include: washer, dryer, refrigerator, TV's, bedding / linen provided, microwave, utensils & small appliances. Address: 272 Fritzel Way Basye, VA 22810 House is located directly off ski slope / bike trail. Walking distance to the base of Bryce Resort.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

WiFi provided at housing. WiFi available at most Bryce facilities.

Phone Service: Yes

Description:

Landline not provided in house, available for use at Bryce. Reliable Cellular Service includes: Verizon, AT&T & T-Mobile

Kitchen facilities: Yes

Description:

Kitchen provided in housing & efficiency apartment. Kitchen Appliances include: refrigerator, stove, microwave, and basic kitchen utensils

Laundry facilities: Yes

Description:

Laundry area provided in bottom level of housing. 1 washer & 1 dryer, shared by all participants.

### **Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 2*

*Suggested Occupancy Per Room: 2*

*Rooming Arrangement Description:*

*Participants can request to share a bedroom with friend/partner. 2 participants per bedroom. Housing is co-ed.*

### **Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$175*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

### **Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is located directly above base of Bryce. Housing is on the side of the ski slope/bike trail.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*The highly recommended airport of arrival is Dulles International (IAD), which is approximately 1.5 hours away from Bryce and offers many flight options. If participants cannot find flights into Dulles, the next closest airport is Charlottesville Airport (CHO). Bryce provides airport pickups as there is no public transportation to Bryce from Dulles International or Charlottesville Airport. When booking flights, participants need to consider their arrival flight times. Pick up days of the week and hours for a Bryce representative will be weekdays only, between business hours. (9am - 7pm) No day of arrival transportation to Bryce is guaranteed if flights are booked outside weekdays and business hours. If flights are booked outside these hours, the participant may be required, at their own expense, to book lodging accommodations at a nearby airport hotel. Details about scheduled arrivals **MUST** be emailed, **no later than 2 weeks prior** to United States arrival to [brandy@bryceresort.com](mailto:brandy@bryceresort.com). Once [brandy@bryceresort.com](mailto:brandy@bryceresort.com) receives your email, a confirmation email will be sent back and communication will begin about who will be picking participants up from the airport and transporting to Bryce.*

*Once participants arrive to Bryce Resort, there is no public transportation. Housing is located on Bryce Resort, within walking distance. When participants initially arrive at Bryce, they will be taken to their housing. Participants will walk to and from work. Bryce representatives will be responsible for transportation needs of participants for Social Security office, banking, grocery / errand runs, and anything miscellaneous, based on a schedule provided.*

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*Charlottesville Airport, CHO, Over 50 miles*

*Dulles International, IAD, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$0 to \$25**

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

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Sterling, Virginia 20166

<https://www.choicehotels.com/virginia/sterling/comfort-inn-hotels/va453?mc=llgoxpx>

703-687-1612`

\$100 to \$150

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Legal Name

Date of Birth

Email Address

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Details about how to apply for Social Security Number:

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Nearest SSA Office: Winchester, Virginia, Over 50 miles

**Other:**

Wage Payment Schedule:

Participants are paid bi-weekly through direct deposit. Bryce will assist participants with opening a bank account.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*It is important for all employees to present the highest professional appearance at all times as our work appearance is a reflection of the pride we have in ourselves, as well as our Resort. • Clothing must be clean and in good condition. T-shirts, tank tops, shorts, or sandals may only be worn when pre-approved. • Shoes must be kept clean and in good condition, with no holes or torn seams. • Hair must be kept clean and neatly groomed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*House Rules*

*No Smoking of any kind inside the house*

*Outside Smoking permitted, but all smoking debris must be properly disposed of*

*Trash Pickup: every Monday morning in cul-de-sac by the Church (at bottom of house driveway)*

*Wood Stove is NOT to be used at any time*

*Responsibilities*

*Cleanliness of house - proper trash disposal, clean bathrooms, clean bedrooms, clean common areas*

*Electricity Conservation (AC / Heat, Lights, Appliances, etc)*

*Water Conservation*

*Be considerate of neighbors - noise travels easily based on your house location*

*Be considerate of each other*

*If anything gets broken or stops working - notify Brandy or Ryan immediately*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Restaurants, Fitness Center, Public Library*

***Walking Distance from Housing:***

*Restaurants, Fitness Center, Public Library*

***In Town, Requires Transportation:***

*Food Market, Shopping Mall, Post Office, Bank*

***Unavailable:***

*Internet Cafe*



## Bryce Resort - Lake Laura Attendant

### HOST INFORMATION

**Company Description:**

*Work here, play here!*

*Located in Virginia, two hours west of Washington, D.C., Bryce is a resort dedicated to serving its members and guests. Known for being family-friendly, the resort features the Bryce Bike Park with lift accessible beginner, intermediate and expert trails. In addition, the property boasts a PGA rated 18-hole, golf course in an Alpine setting, and Lake Laura, a 45-acre recreational lake with a beach area, snack bar, and opportunities to canoe, paddleboat, and paddleboard. We also offers dining options ranging from quick service in our Shenandoah Center, to casual meals in our Copper Kettle Restaurant, or private special events ranging from golf tournaments, corporate retreats, weddings, anniversary parties and more!*

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**Perks and Benefits of working here:**

- *Discounted shift meals*
- *Discounted retail products*
- *Free golf green fees, Lake Laura access, mountain biking, and disc golf!!*

**Host Website:** <http://www.bryceresort.com>

**Site of Activity:** Bryce Resort

**Parent Account Name:** Bryce Resort

**Host Address:** 1982 Fairway Drive , PO Box 3 , Basye , Virginia , 22810

**Nearest Major City:** Harrisonburg , Virginia , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

**POSITION SUMMARY:**

*Perform all duties associated with the daily operation of Lake Laura. Exceptional member/patron service is always the primary focus.*

**GENERAL RESPONSIBILITIES:**

1. *Controls customer entry in to the lake and collects and accounts for necessary fees*
2. *Rents boating devices and safety equipment*

3. Sells food and beverage
4. Routinely picks up trash and litter to maintain cleanliness and sanitary conditions
5. Enforces all lake rules and safety regulations
6. Advises Lake Laura Supervisor of any complaints or issues as they occur
7. Performs the duties of the Lake Laura Supervisor in his/her absence
8. Performs any other duties as directed

**Typical Schedule:**

Monday - Friday: 11am-5pm Saturday & Sunday: 11am-6pm

**Seasonal changes to job duties or available hours:** Yes

hours may vary due to holidays and weather

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$12.5

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$400

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

- weekly schedule may vary based on weather - weekly schedule may vary based on events & holidays - this position ends approx. September 4, must be willing to transition to another department

**Average number of hours per week reached by last year's seasonal employees:** 32

**Overtime Policy:**

Yes, paid after 40 hours

## JOB REQUIREMENTS

**English Level required:**





**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Lifting and moving lake equipment such as paddleboats, canoes and kayaks to assist guests in and out of the water

Working outdoors

Working under direct sunlight

**Need to wear uniform:** No

**Dress Code:** Yes

Description:

Clean clothes without holes or tears - Bryce Resort shirt provided - tennis shoes or hiking shoes required

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Holiday Events, Arcade, Hiking, Caverns

**Additional Details about Cultural Offerings:**

On-site cultural experiences include annual July 4th Independence Day celebration (fireworks, vendors, music, food), dinners with both J1 students and local staff, sports activities such as golfing, hiking, Lake Laura, soccer, and other experiences that may be of interest.

**Local Cultural Offering:**

- July 4th Independence Day Celebrations

- local parades

- local heritage festivals

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Co-ed housing. House with efficiency apartment attached. Main main level has 3 bedrooms, 2 bathrooms, kitchen and common area. Apartment has 1 bedroom, 1 bathroom, kitchen and common area. (private access) 2 participants per bedroom; 2-3 participants per bathroom. Shared laundry room. Amenities Include: washer, dryer, refrigerator, TV's, bedding / linen provided, microwave, utensils & small

appliances. Address: 272 Fritzel Way Basye, VA 22810 House is located directly off ski slope / bike trail. Walking distance to the base of Bryce Resort.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

WiFi provided at housing. WiFi available at most Bryce facilities.

Phone Service: Yes

Description:

Landline not provided in house, available for use at Bryce. Reliable Cellular Service includes: Verizon, AT&T & T-Mobile

Kitchen facilities: Yes

Description:

Kitchen provided in housing & efficiency apartment. Kitchen Appliances include: refrigerator, stove, microwave, and basic kitchen utensils

Laundry facilities: Yes

Description:

Laundry area provided in bottom level of housing. 1 washer & 1 dryer, shared by all participants.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

Participants can request to share a bedroom with friend/partner. 2 participants per bedroom. Housing is co-ed.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$175

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

**Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is located directly above base of Bryce. Housing is on the side of the ski slope/bike trail.

**Arrival Instructions:**

The highly recommended airport of arrival is Dulles International (IAD), which is approximately 1.5 hours away from Bryce and offers many flight options. If participants cannot find flights into Dulles, the next closest airport is Charlottesville Airport (CHO). Bryce provides airport pickups as there is no public transportation to Bryce from Dulles International or Charlottesville Airport. When booking flights, participants need to consider their arrival flight times. Pick up days of the week and hours for a Bryce representative will be weekdays only, between business hours. (9am - 7pm) No day of arrival transportation to Bryce is guaranteed if flights are booked outside weekdays and business hours. If flights are booked outside these hours, the participant may be required, at their own expense, to book lodging accommodations at a nearby airport hotel. Details about scheduled arrivals MUST be emailed, **no later than 2 weeks prior** to United States arrival to [brandy@bryceresort.com](mailto:brandy@bryceresort.com). Once [brandy@bryceresort.com](mailto:brandy@bryceresort.com) receives your email, a confirmation email will be sent back and communication will begin about who will be picking participants up from the airport and transporting to Bryce.

Once participants arrive to Bryce Resort, there is no public transportation. Housing is located on Bryce Resort, within walking distance. When participants initially arrive at Bryce, they will be taken to their housing. Participants will walk to and from work. Bryce representatives will be responsible for transportation needs of participants for Social Security office, banking, grocery / errand runs, and anything miscellaneous, based on a schedule provided.

**Suggested Arrival Airport:**

Charlottesville Airport, CHO, Over 50 miles

Dulles International, IAD, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports: \$0 to \$25**

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

Comfort Inn & Suites Airport Dulles-Gateway

45515 Dulles Plaza

Sterling, Virginia 20166

<https://www.choicehotels.com/virginia/sterling/comfort-inn-hotels/va453?mc=llgoxxpx>

703-687-1612`

\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Bryce Resort electronically onboards all employees through their payroll company, Paycom. It is encouraged, but not required, that new employees begin their onboarding process prior to arrival. If onboarding has not started or been completed prior to arrival, employees will be required to complete all onboarding electronic documents before training and work begins. Bryce Resort will be able to assist with any questions you may have.

To begin onboarding prior to arrival email [brandy@bryceresort.com](mailto:brandy@bryceresort.com) with all of the below requested information:

Legal Name

Date of Birth

Email Address

Once Bryce receives the above information, an email will be generated from **Paycom Online Services (not Bryce Resort)** stating you have an assigned checklist to complete and instructions on how to access your Paycom Employee Portal. This checklist will include items such as personal information, tax information, I9, policies, and more.

**Social Security Number:**

*Require participants to apply for SSN before arrival at worksite: No*

*Details about how to apply for Social Security Number:*

*Bryce Resort will assist all participants with applying for a Social Security number as well as provide transportation to the Social Security Office. Upon arrival, Bryce will assist each participants with registering online for a Social Security number and Bryce will schedule appointments for participants at the Social Security Office. In order to begin the online application process for a Social Security number, participants much have their passports and DS-2019 documents available when applying online.*

*Nearest SSA Office: Winchester , Virginia , Over 50 miles*

**Other:**

*Wage Payment Schedule:*

*Participants are paid bi-weekly through direct deposit. Bryce will assist participants with opening a bank account.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*It is important for all employees to present the highest professional appearance at all times as our work appearance is a reflection of the pride we have in ourselves, as well as our Resort. • Clothing must be clean and in good condition. T-shirts, tank tops, shorts, or sandals may only be worn when pre-approved. • Shoes must be kept clean and in good condition, with no holes or torn seams. • Hair must be kept clean and neatly groomed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*House Rules*

*No Smoking of any kind inside the house*

*Outside Smoking permitted, but all smoking debris must be properly disposed of*

*Trash Pickup: every Monday morning in cul-de-sac by the Church (at bottom of house driveway)*

*Wood Stove is NOT to be used at any time*

*Responsibilities*

*Cleanliness of house – proper trash disposal, clean bathrooms, clean bedrooms, clean common areas*

*Electricity Conservation (AC / Heat, Lights, Appliances, etc)*

*Water Conservation*

*Be considerate of neighbors – noise travels easily based on your house location*

*Be considerate of each other*

*If anything gets broken or stops working – notify Brandy or Ryan immediately*

***Walking Distance from Worksite:***

*Restaurants, Fitness Center, Public Library*

***Walking Distance from Housing:***

*Restaurants, Fitness Center, Public Library*

***In Town, Requires Transportation:***

*Food Market, Shopping Mall, Post Office, Bank*

***Unavailable:***

*Internet Cafe*