



# GLACIER PARK BY PURSUIT – WEST GLACIER

## WEST GLACIER PARK, MT.

### BARISTA

#### Host information

Our centuries-old legacy of inspiring guests in Glacier National Park is founded in our deeply-rooted connection with these iconic places. Our globally diverse team shares a passion for adventure, a genuine understanding of what makes these places so unique and an authentic desire to play host to the world.

We have a powerful story to tell. We host guests in majestic lodges and lakeside cabins. Nourish weary adventurers with locally-sourced offerings. Help travelers to uncover the cherished keepsakes of their western adventure. Most importantly, we are the compass of adventure—welcoming guests to our backyard and sharing the little-known secrets of these iconic places. We do all of this with a deep respect for the place we call home.

Our six lodging properties in and around Glacier are the perfect base camps for exploring this bucket-list destination. A sense of openness and adventure resounds in those who call this place home.

Our team is diverse—from across the US and beyond. Our team members come here to embrace the extraordinary. To watch the sun rise and set each day in a place that, for many people, exists only in their imagination. We are a community of people who say ‘yes’ to adventure time and time again. To be a part of the #pursuitlife and live each day with purpose, turning moments into memories.

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

**Site of Activity:** Glacier Park by Pursuit West Glacier

**Parent Account Name:** Pursuit

**Host Address:** 12 Main Street (Going-To-The-Sun Road) West Glacier, Montana, 59936

**Nearest Major City:** Kalispell, Montana, Less than 50 miles away.

#### Placement information

**Job description:** Is responsible for the setup, maintenance and operation of the espresso area, assisting with dining room duties, and events when requested. Maintains high quality standards in regard to service, sanitation and safety. Must assist in other departments or with other job duties as requested or necessary.

- Reports to work on time in a neat and clean uniform.
- Obtains instructions from manager at the beginning of the shift.
- Serves coffee/espresso drinks and ice cream to guests, in a friendly and outgoing manner.
- Maintains effective portion controls in the Espresso area using established pouring methods.
- Keeps Espresso area neat and clean throughout service.
- Collects currency, makes change and gives receipt with every transaction.
- Sells pre-made food items.
- Takes part in all sales goals and incentive programs. Greets and informs guests of promotions and makes yes-yes choices available to the guest.
- Participates in on-going employee training and accepts coaching and feedback professionally.
- Ensures standards of appearance, safety and sanitation are maintained on a daily basis.
- Handles guest concerns in a professional manner and takes fast and appropriate action to solve problems.
- Responsible for following federal, state and company policies and regulations for serving (alcoholic) beverages in a responsible manner. Adheres to all Company policies and regulations.
- Assists with other responsibilities as requested.

**Typical Schedule:** A typical work week is 5 days on and 2 days off. Baristas may work a combination of morning and afternoon shifts with an average of 32 hours per week.



Seasonal changes to job duties or available hours: Yes

July and August are our busiest months. Help in other areas may be required early and/or late season.

Drug Test required: No

Compensation

Hourly Wage: \$10.5

Eligible for Tips: Yes. Baristas may receive limited tips from guests.

Estimated weekly wages including tips: \$350

Bonus: No

\* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week: Guest visitation.

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

Overtime Policy: Yes, paid after 40

Job requirements

English Level required: Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes. revious café, restaurant, barista experience preferred.

Qualifications & Conditions:

Lifting

Lifting requirement: 25lbs/11kgs

Description: Job requires constant walking, bending, the frequent use of stairs, handling, reaching, grasping, lifting 25+ lbs., and repetitive motions.

Standing for entire shift

Job Training required: Yes

Length of job training: 2-3 days and/or on-the-job

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements: Must successfully complete all company provided job training.

Need to wear uniform: Yes

Uniform Policy: Staff are required to wear a uniform specific to their job. Pursuit provides work shirts and job-related accessories. Specific pants, shoes, and accessories must be provided by the team member. Details provided after hire.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description: Staff are required to wear job-specific uniform, name tag, and adhere to company appearance standards.

Cultural opportunities

Types of Cultural Opportunities: Company Parties, Holiday Events, Potlucks or Dinners, Shopping Trips, Trips to Nearby/ Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Sporting Events, Movie or Game Nights.

Additional Details about Cultural Offerings: The mountains, lakes and streams are our playground. Each day is packed with moments ripe for memories - crushing miles on the trail, bagging peaks, swimming in ice-filled pools, fishing & rafting the river and kayaking lakes. We also offer a fun-filled activities program for our team.

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: We live in a remote, rural area. Staff housing is shared communal living and is diverse ranging from dorm-style, apartment, condo, and single-family home. Expect to have at least one roommate and share the housing with more team members. Bedrooms include a singlesize bed (sometimes bunk beds), drawers and hanging space for clothes, and may include a chair, desk, and other amenities. All housing is within walking or biking distance to work. Housing includes kitchens to cook meals. Limited Wi-Fi is available. TV & air conditioning is not available. Bed & bath linens are provided at no charge (sheets, blanket, pillow, towel).

Lease Agreement: Yes



**ONSITE AMENITIES:**

**WiFi:** Yes. In select areas only. Speeds may be slower than at home.

**Phone Service:** Yes. Phone access for emergencies and to contact CIEE is available in the manager/General Manager office. Cell phone service is limited. Verizon is the preferred service.

**Kitchen facilities:** Yes. Shared kitchen facilities are available in staff housing. Kitchens are fully equipped - all standard cooking & dining tools provided by the company.

**Laundry facilities:** Yes. Shared laundry facilities are available in staff housing. No additional cost.

**OCCUPANCY REQUIREMENTS FOR PROVIDED HOUSING:**

**Minimum Occupancy Per Room:** 2

**Maximum Occupancy Per Room:** 2

**Suggested Occupancy Per Room:** 2

**Rooming Arrangement Description:** Roommate requests should be made with Jessie Wilkerson ([jwilkerson@pursuitcollection.com](mailto:jwilkerson@pursuitcollection.com)). Requests are taken on a first-come, first-served basis as available. Couples housing is very limited and cannot be guaranteed. Unless requested, bedrooms/bathrooms are single-sex.

**PROVIDED HOUSING COST:**

**Required to Pay for Provided Housing:** Yes

**Cost per Week:** \$60

**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:** Casual, moderate terrain. Sidewalks available in most places.

**Biking**

**Estimated commute time:** Under 15 minutes

**Bicycles are provided free of charge:** Yes

**Bicycles are not provided:** No

**Bicycles are available to rent:** No

**Estimated cost:** \$

**Description:** Shared bicycles are available for staff use. Paved roads and bike lanes are available. Though located in a rural, wooded area traffic can be heavy due to high guest visitation to the Park. Ride safely and remember to use proper safety equipment.

**Arrival information**

**Arrival Instructions:** There are two options for your arrival to Glacier National Park.

- 1. Glacier Park International Airport (FCA):** this is a small airport and an overnight stay at a local hotel (see "suggested after-hour accommodation") is likely due to limited flights. Flying directly to Glacier is best for students arriving from Europe.
  - Arrivals **before 2:00pm (14:00)** should arrive 1 day (Sunday/Tuesday/Thursday) prior to your scheduled check-in date (see job offer). Please schedule a same-day shuttle with the People & Culture Department and remain at the airport until the shuttle arrives at approximately 2:00pm (14:00).
  - Arrivals **after 2:00pm (14:00 hours)** should arrive 2 days (Monday/Wednesday/Saturday) prior to your scheduled check-in date (see job offer). You must stay 1 night at a local hotel. Please schedule a next-day shuttle to the Park with the People & Culture Department.

- 2. East Glacier Park, MT Amtrak Station (GPK):** (fly to Seattle, WA) and travel by overnight train to Whitefish, MT. This is a fast, economical travel option and works best for students arriving from Asia. If traveling by train, plan to arrive one day before your work start date. Check out train tickets at [www.amtrak.com](http://www.amtrak.com).

Staff will report to the check-in room at Glacier Park Lodge for orientation prior to starting work. Orientation is held at **0900** on **Tuesday/Thursday**.

Shuttle assistance is necessary for transport from the airport or local hotel. Please send your full travel itinerary to Nicholas Berry ([nberry@pursuitcollection.com](mailto:nberry@pursuitcollection.com)) at least two (2) weeks prior to your arrival.



**Suggested Arrival Airport:**

Glacier Park International Airport, FCA, Over 50 miles.

**Estimated cost of transportation to worksite from suggested airports:**

\$0 to \$25

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

**Grouse Mountain Lodge**

2 Fairway Drive

Whitefish, Montana 59937

\$75 to \$100

**Training and onboarding**

**Pre-Arrival Onboarding:**

Yes

Participants will be asked to complete a profile in our application system for better communication as well as pre-arrival on-boarding for Payroll in ADP. Links and additional information provided post hire.

**SOCIAL SECURITY NUMBER:**

**Require participants to apply for SSN before arrival at worksite:**

No

**Details about how to apply for Social Security Number:** The People & Culture team will schedule a Social Security visit for you approximately 2 weeks post arrival. Shuttle transportation will be coordinated with your Location General Manager and People & Culture.

**Nearest SSA Office:**

Kalispell, Montana, Over 50 miles

**OTHER:**

**Wage Payment Schedule:** You will be paid bi-weekly (every other Friday). Direct deposit to a company provided pay card is the preferred option (easy access to money during summer and at home). Pay may also be deposited into an American bank account if you have one.

**Meal Plan:**

Not available

**Provide Certificates/Performance Evaluations:**

Yes

**Hire in Groups:**

Yes

**Maximum Group Size:**

**Grooming Requirements:** We strive to provide an exceptional experience to each guest we meet. While we value each team members individual creativity and personality, we expect all staff to arrive to work with a well-groomed, professional appearance. This includes wearing the appropriate uniform for work, presenting a moderately conservative and hygienic appearance. Large/excessive piercings and/or tattoos, unnatural hair colors, extreme hairstyles, and unkempt facial hair do not exemplify a professional appearance.

**Second Job Availability:**

Yes, likely

**Applicable Company Policies:**

- We meet 3.5 million guests each summer - our businesses are busy. Each team member should expect to work an average of five days per week, and around 32-40 hours. Most staff work a combination of shifts. Although our managers do their best to accommodate special scheduling requests flexibility is key. Early and late season can be a bit slower and offer greater opportunity for special requests.
- Our guests' experience is important and must be our focus. You won't need a cell phone to do your job, so plan to leave it at home while working.
- All Pursuit buildings are smoke-free. Designated smoking areas are available for use by staff and guests.

**Community amenities**

**Walking Distance from Worksite:** Food Market, Post Office, Restaurants.

**Walking Distance from Housing:** Food Market, Post Office, Restaurants.

**In Town, Requires Transportation:** Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Public Library.

**Unavailable:** Internet Cafe