

# Job Description

**Contact Name:** Nick Rahlf  
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**Phone:** 208-665-9000  
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**Website:** Apartments

## Sponsored by:

### AmeriTel Inn Job Information

Placement Type

Job Title Housekeeper

Job Description

Clean bathtub, toilet, sink, walls, mirrors, tiles, counters, and floor surfaces using cloths, mops, sponges, brushes, and/or cleaning agents by extending arms over head, bending and stooping.

Adhere to cleaning procedures and instructions for use of cleaning agents.

Strip and make beds, changing bed linens, which may require lifting bedspreads weighing a maximum of 50 lbs.

Dust all furniture, pictures, drawers, window ledges, and shelves thoroughly.

Push and pull vacuum throughout entire room and empty trash.

Replenish amenities, linens, and supplies in guest room.

Sign for room keys, retrieve, push to assigned rooms and restock heavy cart. Visually inspect room for cleanliness and appearance and signify completion for room.

Comply with attendance rules and be available to work on a regular basis.

Perform any other job related duties as assigned.

Level of English Advanced

Required

Start Date(s) 6/5/2013 to 6/15/2013

End Date(s) 9/10/2013 to 9/15/2013

Gender required None

Day to report Between 6/5 & 6/15

to Employer

Day to arrive 6/5-6/15

in community

Estimated average 32-40 hours per week

hours per week

Pay Range \$7.25 per hour

Overtime Not Guaranteed

Skills Required Must have the ability to communicate in English. Self-starting personality with an even disposition. Maintain a professional appearance and manner at all times. Can communicate well with guests. Must be willing to "pitch-in" and help co-workers with their job duties and be a team player. Ability to lift, bend, stoop, walk, push or pull heavy equipment, and stand for extended periods of time. Lifting may include

equipment or furniture weighing up to 100 lbs. Ability to comprehend and follow instructions from supervisor.

Employer Comments Participants should secure housing and arrange transportation to Coeur d'Alene before arriving in the town.

**Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring \$800.00 to support yourself until you are paid. Check with employer to find out your first pay date.**

### Social Security Information

Nearest Office The social security office is Located at 623 EAST WALLACE AVE COEUR D ALENE, ID 83814. Directions :

THE OFFICE IS LOCATED AT 623 EAST WALLACE AVE WHICH IS AT THE CORNER OF 7TH AND WALLACE. GO WEST ON NORTHWEST BLVD (WHICH TURNS INTO SHERMAN AVE) TO 7TH STREET AND TURN LEFT ONTO 7TH. GO 4 BLOCKS TO WALLACE AVE. Phone (Local) : 1-866-931-2523

How and When to Apply for the card Student should apply for their social security card 10 days after arrival. Employer may help arrange transportation to the Social Security Office

May work before SSI? yes

Paid before SSI? yes

SSI website <http://www.ssa.gov>

### Employer Policies

Drug Policy

Discounts None should be expected

Uniforms You must be neat and professional. You will be provided with a uniform please bring a pair of black pants that are comfortable and presentable to work in. No jeans can be worn at work. Bring a pair of comfortable black closed toed shoes. No high heels. You must use good hygiene daily. long hair must be tied back, no excessive makeup or long finger nails. Males must be clean shaven.

Dress Code Your uniform must be neat and clean at all times

Grooming Code You must be neat and presentable always using good hygiene daily

### Suggested Travel Information

Nearest Intl Airport Spokane International GEG 40 miles

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From Airport If Flying in Spokane International airport there is a shuttle to Coeur D'Alene, Payless Airport Shuttle 208-762-7433, 888-870-7433, for bus services between Spokane to Coeur D'Alene visit [www.northwesternrailways.com](http://www.northwesternrailways.com)

Meet Students? No

Nearest Bus Station [Greyhound Bus Lines](#)  
1650 W Appleway Ave, Coeur D Alene, ID 83814  
(208) 664-3343

Bus Information <http://www.greyhound.com>

Nearest Train Station Amtrak, 221 West 1st Avenue  
Spokane, WA 99201

Train Information <http://www.amtrak.com>

### Housing Information

Housing Restrictions?

Describe Restrictions

Housing Type	Apartments
Housing Information	The main office for these apartments is located at 4598 West Fairway Drive, Coeur d'Alene, phone number 208-765-1415. The contact at this location is Cheri Padilla or Helen. The apartments are located at 4452-4686 W. Fairway Dr., Coeur D Alene, ID 83815
Reservations Required?	
Housing Cost	2 bedroom 2 bathrooms cost \$695.00 per month
Deposit	\$695.00 per unit
Terms	Students must pay electricity and the apartments are unfurnished. There is also a \$15.00 application fee each.
Included?	
Other Options	

### **Community Information**

Community Description	Coeur d'Alene is a special community and we enjoy an outstanding natural setting that people in most places only dream about. Our true, four-season climate provides unique beauty throughout the year. Set against the backdrop of what National Geographic calls, "One of the World's 10 Most Beautiful Lakes," Coeur d'Alene is surrounded by some of North America's most scenic country. Whether you enjoy the great outdoors for adventure or prefer world-class amenities in a friendly environment, Coeur d'Alene has the perfect option for you.
Surrounding Area	The Coeur d'Alene area is surrounded by dozens of lakes left behind by the glaciers of the ice age. There are more than 55 lakes within easy driving distance of Coeur d'Alene, but none more scenic and full of activities than Lake Coeur d'Alene itself.
There's something magical about Lake Coeur d'Alene that's hard to define, but it begins with the spectacular North Idaho sunsets and moonrises, the plunge of an osprey after a fish, the glowing lights of downtown Coeur d'Alene reflecting across its waters at night.	
Local Altitude	617 feet to 1101 feet
Local Clothing	traditional summer clothing
Local Temperature	summer days are usually between 70-80 degrees Fahrenheit
Local Things To Do	<a href="http://coeurdalene.org/what-to-do">http://coeurdalene.org/what-to-do</a>
Local Web Info	see above
Possible Second Job	Yes, if it does not interfere with this position
Possible Job Change	Depends on the needs of the hotel