

Department of Employment, Training & Rehabilitation

Foreign Labor Certification

H-2B On-Line Job Order Form

Information About Your Company

**Employer
Name ***

Keystone Capital Managerr

**Mailing
Address ***

923 Incline Way #21

City *

Incline Village

**State and Zip
Code ***

Select

89451

**State
Employer
Account
Number(SEIN)**

(example: 123456.00)

**Federal
Employer
Identification
Number(FEIN) ***

██████████

**Type of
Business ***

Keystone Capital specializes in short term vacation rental (such as Airbnb, VRBO, HomeAway, etc..) and second home cleaning services.

**Local
Business
License
Number**

(example: R150000A-RWL-

Company Website

URL

Worksite
Address (If
different from
mailing
address)

Interview site
address (If
different from
mailing or
worksite
address)

Directions to
interview site

Recruitment
Contact
Person *

Chris Hall

Telephone
Number *

(530) 546-4438



Fax Number



Employer E-
mail Address *

service@northlaketahoecl

Information About the Job Listing

Job Title *

Housekeeper/Cleaner

Number of
Positions *

12

How many
people
would you
like to
interview for
each
opening? *

999

Does your
company
have
contracts
with Federal
and/or state
government? *

Select

Testing *

Drug

If other,
please
specify

Will any of
the following
be required? *

None

If other,
please
specify

Information about the Job

Education
Required *

Select

Minimum
grade the
individual
must have
completed *

N/A

Minimum
Age *

N/A

Salary Range *

18.00



Select

Duration of
Job *

- ☐ Permanent
☒ Temporary

Availability *

- ☒ Full Time
☐ Part Time

Shift *

Select

Hours Per
Week *

35

Work Week *

Monday to Friday

Is there
public
transportation
(bus line)
available at
the work site
during work
hours? *

- ☒ Yes ☐ No

Is a driver's
license
required for
this position? *

☐ Yes ☒ No

If Yes, please indicate the class

- ☐ Class A - Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- ☐ Class B - Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
- ☐ Class C - Cars, Vans, Pickups: may tow a vehicle under 10,000 pounds.
- ☐ Class M - Motorcycle or Moped.

License Type *

Select



Benefits *

☐ Yes ☒ No

If yes, please
select type

Select

Does the job
require
fluency in
another
language? *

☐ Yes ☒ No

If yes, which
language is
required

Additional Information

Willing to
Train *

☐ Yes ☒ No

Minimum
Months of
Experience *

2

Job Information: Housekeeper/Cleaner. 12 temporary/full-time positions with Keystone Capital Management, Inc North Lake Tahoe Cleaning from 11/15/2026 - 9/15/2027.
Housekeeper/Cleaners will be responsible for thorough cleaning of all vacation rentals. Cleaning responsibilities include replacing linen and terry, replenishing guest amenities, emptying

wastebaskets, dusting, mopping, vacuuming, cleaning windows, washing and folding laundry, replacing guest supplies, and keeping storage areas and carts stocked and organized. Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. Post-hire drug testing required of foreign and domestic workers upon suspicion of use. Requires two months of cleaning short term rental houses or room cleaning in a hotel setting Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer reimburses inbound travel costs at the 50% point in the contract (unless paid in advance). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment, a daily meal subsistence (based on rates required by law, currently \$16.78 per day minimum without receipts; and with receipts, \$68.00 per day maximum for meals with \$110.00 per day maximum for lodging), and reasonable lodging costs, if applicable. Travel reimbursements based on least-cost common carrier rate. Employer provides or pays outbound travel costs upon completion of the contract period or early dismissal, except where the worker has subsequent employment. Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the worker's first workday and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order. Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above. Employer provides without charge all tools, supplies and equipment (incl. uniforms, if applicable) necessary to perform duties assigned. If requested, employer helps non-local workers secure optional worker-paid lodging. JOB LOCATION: 923 Incline Way #21 Incline Village, NV 89451 and multiple worksites within Washoe county. Employer provides incidental transport between job sites. Employer offers free daily transportation to/from worksite from designated pick-up location. Use of transportation is voluntary. WAGE INFORMATION: Wage rate is no less than \$18.00 per Hour. Overtime hours vary at: \$27.00 per Hour. Raises and/or bonuses may be offered at employer's discretion, based on individual factors such as performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. The standard work schedule is from 10:00 AM until 6:00 PM, Monday through Friday. Employer will offer 35 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours. Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: Employer deducts reasonable fair market value cost of rent/utilities based on number of occupants for workers electing to reside in employer-arranged housing (cost TBD). REFERRAL INSTRUCTIONS: State Workforce Agency (SWA) may only refer qualified applicants who have been apprised of the material terms and conditions of employment and who are able, willing, and available for the job. Employer makes hiring decisions at its sole discretion. Referrals and applicants are accepted from all sources.

Applicants must possess documentation required to complete Form I-9 employment eligibility verification. To apply, contact employer at service@northlaketahoecleaning.com or apply at the job order holding office: NV Employment Security Division - Carson City, 1929 North Carson Street Carson City, NV 89701, or call (775) 684-0315 or fax resume to (775) 687-1073 Attn: Pablo Delaney.

Please Note: SWA Contact Information - Instruct applicants to contact nearest office of the SWA and include the SWA contact information, Click here to find the nearest office

<https://www.employnv.gov/vosnet/ContactUs.aspx?tab=2> Example: Please inquire about the job opportunity or send applications, indications of availability, and/or resumes directly to (xxx) xxx-xxxx, www.ABCEmployerCo.com or the nearest NV SWA (Enter SWA location here) Attn: Pablo Delaney, (775) 684-0315.

Access to Job Listing Information

Please
indicate the
deadline to
apply *

10/25/2026

Is this the
first job you
have listed
with the
EmployNV
Career
Hubs? *

☐ Yes ☒ No

Method of
referral *

Apply Online

If you have questions, please call (775) 684-0301 or email flc@detr.nv.gov

2800 E. St. Louis Ave. • Las Vegas, Nevada 89104 • (702) 486-7330 • Fax (702) 486-7340

500 East Third Street • Carson City, Nevada 89713 • 775-684-3911 • Fax 775-684-7340