

TC Hotel 1, LLC dba Residence Inn Big Sky/The Wilson Hotel

H-2B Job Order Content

TC Hotel 1, LLC dba Residence Inn Big Sky/The Wilson Hotel, Big Sky, MT, needs 1 temporary (11/10/26 – 8/09/27) and full-time Guest Service Agent. Greet, register and assign rooms to guests. Make and confirm reservations. Make changes to room reservations. Receive and collect payment. Provide wake-up calls. Issue room keys Post charges to room folios. Keep records of guest occupancy. Answer telephone, take messages. Address complaints and report problems to other departments. Perform basic administrative duties associated with being a front desk clerk. 3-month experience requirement. No education requirements. Ability to stand and move throughout front office and continuously performs essential job functions. Exerting up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Occasional twisting, bending, stooping, reaching, standing, walking. Frequent talking, hearing, seeing and smiling. OJT provided. \$18.50p/h, overtime wage rate of \$27.75, overtime may be available but is not guaranteed, general schedule of 35h/w, 7:00am-3:30pm or 3:00pm-10:00pm, workdays vary Sun-Sat. Applicants may be offered higher than the advertised wage rate due to experience or merit. The employer will use a single workweek as its standard for computing wages due. Workers will be paid on a bi-weekly basis. The employer will make all deductions from workers' paychecks that are required by law. The employer will provide optional housing accommodations if relocating for the position and not within reasonable transport to jobsite. If employer-arranged housing is utilized the worker will be deducted approximately \$900 per month and a security deposit. If relocating for the position, the cost of transportation and subsistence to the place of employment will be reimbursed, if half of the employment period is completed. This reimbursement will be calculated by the exact cost of the transportation expenses by airplane or bus fare, as well as subsistence expenses calculated at the minimum amount of \$16.78 per 24-hour period of travel and the maximum amount of \$68.00 per day. Return transportation and subsistence will be provided if the employment period is completed, or if dismissed early. The employer will reimburse the H-2B worker in the first workweek for all visa, visa processing, border crossing, and other related fees that are to the benefit of the employer. All tools, supplies, and equipment required to perform the job will be provided to workers at no charge. The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period. Inquire about or apply for the position at the Montana Job Service's Bozeman office, 121 North Willson Ave., Bozeman, MT 59715, Tel: 406-582-9200. The Wilson Hotel may be contacted via telephone number: 406-995-9000.