

DWS Job #	5118112
Job Title	Front Desk Clerk/PBX Agent (Temporary)
Salary	\$18.75 - \$22.58
Location	PARK CITY, UT, 84060

Description

Stein Eriksen Lodge Management Corp dba Stein Collection, seeks Front Desk Clerks/PBX Agents, 11 openings, Temporary full-time positions from 11/16/26 to 4/9/27 in Park City, UT.

Front Desk Clerks/PBX Agents: Greet, register, and assign rooms to guests. Issues room key and escort instructions to bellman. Transmits and receives messages, using telephone or telephone switchboard. Answers inquiries pertaining to hotel services, shopping, dining, entertainment and travel directions. Responsible for the overall satisfaction of our guests. Establish high standards of conduct to maintain a professional image to our guests. Must be able to stand for extended periods of time, and able to lift and carry 50 lbs. Excellent communication skills, strong computer, phone, and customer service skills necessary. No experience necessary; will train.

Workers will be paid no less than \$18.75 per hour. A higher wage up to \$22.58 may be offered based on experience, market conditions, performance and tenure. Overtime hours may be available at a rate ranging from \$28.13 to \$33.87 per hour.

Generally: min. of 35 hours per week, on average 7 hours per workday, workdays are Sunday through Saturday, with the hours of 7am-3:30pm, 3pm-11:30pm, 11pm-7:30am daily. Hours/shifts may vary depending upon business needs and occupancy.

Conditions of employment for H2B and U.S. workers:

1. Initial transportation to begin the seasonal/peak employment (including meals and, to the extent necessary, lodging) to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Daily subsistence will be at least \$16.78 per day during travel to a maximum of \$68.00 per day with receipts.
2. The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.
3. The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job.
4. The employer will use a single work week for computing wages starting Monday at 12:00am and ending Sunday at 11:59pm and the employee will be paid bi-weekly.
5. H-2B workers will be reimbursed during the first workweek for subsistence, visa, visa processing and related costs, except passport costs, by company check.
6. Optional employee shared housing is available at approximately \$150-\$250 per person per week, depending on location. Housing cost includes utilities/services. Optional housing requires a \$350 deposit, of which \$225 is refundable at the end of contract and \$125 is non-refundable for cleaning fee after departure. Cost of housing and deposit payroll deducted if worker elects.

- 7. Eligible for 401K plan after working for 1 year and having worked 1000 hours in any one year (given that the employee is 21 years of age or older).
- 8. There is a free bus service in the Park City area for transportation to work.
- 9. Must complete an employment application.
- 10. The employer will make deductions from workers paycheck required by law. The employer may also make the following deductions: recovery of any loss to the employer due to the worker's damage (beyond normal wear and tear) or loss of equipment or uniform where it is shown that the worker is responsible, and any other reasonable deductions expressly authorized by the worker in writing. No deduction not required by law will be made that brings the workers hourly earnings below the FLSA Federal statutory minimum wage.

Employer: Stein Eriksen Lodge Management Corp dba Stein Collection. Attn: Jackie Adragna, 7700 Stein Way, P.O. Box 3177, Park City, UT 84060.

To apply: THE CURRENT RECRUITMENT IS INTENDED FOR U.S. APPLICANTS ONLY. Interested U.S. applicants may submit resumes to the Department of Workforce Services, Attn: Kim Lam, reference JOB #5118112, FAX# (801)526-9633, or via email: foreignlabor@utah.gov.

This job is in connection with a future H-2B Foreign Labor Certification application.
EOE/M/F/D/V

Open Date	8/26/2026
Close Date	10/26/2026
Openings	11

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162

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