



WORK & TRAVEL USA

## Theodore Roosevelt Medora Foundation - Housekeeper

### HOST INFORMATION

#### **Company Description:**

**350 seasonal employees from over 20 countries come to Medora each year to help make unforgettable attractions have a personal touch for the traveling guests. Many of our former summer staff have told us the same thing their summer in Medora was the ....**

*So we're glad you're interested in working with us! You'll get to meet people from all over the nation and world, get experience in lots of different parts of the tourism industry, learn from a great management team and some AMAZING volunteers, and, for our student staff, have a chance to earn a scholarship at the end of it all.*

**Not only do you get paid to work and learn in North Dakota's #1 Tourist Destination, but you also get to explore the beautiful Badlands. You can check out Theodore Roosevelt National Park and see all of the wildlife that calls the park home. You are invited to experience a musical masterpiece every night of the season at the Medora Musical. There is an opportunity to connect with top tourism experts and employees from all over the world! We invite you to take in all of the history that Medora has to offer from our many museums to our walking tour around town, there is so much to learn!**

**Host Website:** <https://www.medora.com/>

**Site of Activity:** Theodore Roosevelt Medora Foundation

**Parent Account Name:** Theodore Roosevelt Medora Foundation

**Host Address:** 405 East River Road S , PO Box 198 , Medora , North Dakota , 58645

**Nearest Major City:** Dickinson , North Dakota , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

##### *Essential Functions*

1. Performs general cleaning and sanitizing tasks and services throughout assigned property to trained standards.
2. Assist in spring and fall cleaning of all TRMF housing and motel properties.
3. Work in the laundry when scheduled.
4. Uses cleaning cart to transport cleaning supplies.
5. Cleans and disinfects bathrooms and follows proper chemical use.
6. Wipes and dusts surfaces in rooms and cleans mirrors.
7. Vacuums and cleans floors, rugs, furniture, and drapes.
8. Removes linens, towels, bedspreads, and blankets before new guest arrives in a timely fashion.
9. Places and neatly tucks clean sheets and blankets on beds and replaces pillowcases.

10. Stocks towels, washcloths, and hand towels in bathrooms.
11. Picks up and empties trash containers.
12. Assists in other housekeeping duties termed as side work.
13. Performs other related duties as assigned.
14. Locations of responsibility may include
  - o Rough Riders Hotel
  - o Badlands Motel
  - o Elkhorn Quarters
  - o Ferris Hall
  - o Employee Housing

#### *Competencies*

1. Communication.
2. Collaboration Skills.
3. Initiative.
4. Results Driven.
5. Time Management.

#### *Physical Demands*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*While performing the duties of this job, the employee is regularly required to; to talk or hear, walk, and stand. The employee frequently is required to push, pull, and bend and have repetitive use of hands/arms. Must be able to lift and carry up to 25 pounds at times. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings.*

#### *Required Education and Experience*

1. Must be able to work independently and in pairs.
2. Strong oral communication skills.
3. Must be able to take directions.
4. Must be physically able to lift 25-pound bags of laundry.

#### *AAP/EEO Statement*

*It is the policy of TRMF to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, TRMF will provide reasonable accommodations for qualified individuals with disabilities.*

#### **Typical Schedule:**

*This is a full-time seasonal position. Days and hours of work are varied based on needs of the guests.*

**Seasonal changes to job duties or available hours:** Yes

*If the employee arrives early in May they may be asked to help with any of the following: spring cleaning motel rooms, cleaning food service facilities, raking leaves, planting flowers, painting, etc.*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14.53

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$581.2

**Bonus:** Yes

End of season bonus is based on performance evaluation and the ability to complete employment based on the dates agreed upon at the start of employment

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 55

**Potential fluctuation in hours per week:**

Peak of summer, days are busy however early season and late season may have less hours during the week with the weekend remaining busiest days.

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Schedule allows students to be open to always work overtime hours at the Medora Musical on a consistent basis

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

**Description:**

While performing the duties of this job, the employee is required to; to talk, hear, walk, and stand. The employee frequently is required to push, pull, bend and have repetitive use of hands/arms. Must be able to lift and carry up to 25 pounds at times. Vision abilities required by this job include close/distance, color/peripheral vision, depth perception and ability to adjust focus to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings.

*Standing for entire shift*  
*Handling cleaning chemicals*  
*Working outdoors*  
*Other qualifications or conditions*

*Description:*

*Depending on the hotel property assignment the employee may be working in hotel rooms with outside entrances.*

***Job Training required:*** Yes

*Length of job training:*

*1-2 days additional as necessary*

*Hours per week during training period:* 32

*Different wage during training period:* No

*Start on specific day of the week:* No

*Training requirements:*

***Need to wear uniform:*** Yes

*Uniform Policy:*

*Employees are responsible for taking care of uniforms throughout employment. While in employees' hands, they still remain TRMF property. Employees must return uniforms in unaltered and clean condition. Each employee will be given uniform shirts for their intended workplace.*

*Cost of uniform:* \$0

*Uniform laundry:* Participant responsibility

***Dress Code:*** Yes

*Description:*

*All employees should report to work wearing their name tag. Name tags should be clear and visible without adornment. Close toed shoes are required and employees can wear jeans, black or khaki pants without holes. Uniform shirts will be provided.*

## CULTURAL OPPORTUNITIES

***Types of Cultural Opportunities:***

*Movie or Game Nights, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Shopping Trips, Sporting Events, Holiday Events, Trips to Nearby/Major Attractions, Company Parties, Karaoke Nights or Talent Shows, Trips to Major City, Cosmic Bowling, International Night, Talent Show, World Cup Soccer tourney, Astrology Night, Dodge Ball, Zoo/Amusement Park trip, Big Sticks Baseball game, National Park Tours*

***Additional Details about Cultural Offerings:***

**Weekly events and trips including shopping, activities and more! The opportunities that you get out of your summer in Medora are as big or as small as you make them! After all, this hasn't been come to know at #BestSummerOfMyLife for no reason!**

**Local Cultural Offering:**

**Here at Theodore Roosevelt Medora Foundation, we want you to have experiences beyond your time at work. That is why we provide so many free or discounted activities for you to participate in.**

[https://medora.com/employment/employee-perks/?\\_ga=2.143378421.1767738384.1567170337-961041423.1555972366](https://medora.com/employment/employee-perks/?_ga=2.143378421.1767738384.1567170337-961041423.1555972366)

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

**Employer-owned or employer-arranged housing description:**

*Life Skills Center The Life Skills Center is at the heart of campus and employee living. Donated by Bill and Jane Marcil the Life Skills Center was created to implement a space that brings employees together to do great work as well as to create a space that enriches our employees social and educational lives, and it does just that. It is based around the Elkhorn Quarters where most of our employee housing is located and is right next to the Spirit of Work lodge which houses our volunteers. It serves as our activity center, information base, and cafeteria location. You can look forward to the following amenities at the Life Skills Center... \*Fitness Center \*Social/Activity Room \*Resource Room with study areas and computers \*Prayer & Reflection Room \*Dining Center \*Music Rooms \*English Language Learning Classroom This building is also home to the Medora Musical Rehearsal Hall, the reservation center, and a training room. Life skills classes on various topics will be held in the training room throughout the summer season. These courses are free for employees to attend. During the summer season, there are no kitchens available for use by seasonal staff. However, we do have microwaves available for use in centrally located areas. Shuttle services to Wal-Mart in Dickinson will be made available weekly. During the fall and spring season, a lunchtime meal option may be available to seasonal staff. Kitchen use will be made available when the Life Skills Center cafeteria is closed. Housing Seasonal employee housing consists of motel-style rooms and double occupancy dormitory rooms. Other housing and a limited number of RV sites with water, sewer and electrical hook-ups are also available, however, the majority of summer employees are housed in dormitories and motel-style rooms. The 2025 housing cost is as follows: Dorm housing (double occupancy, communal restrooms and showers, shared public refrigerator and microwaves, public lounges, laundry room) \$30.00 per week Elkhorn Quarters housing (Double occupancy, private bathroom, microwave and mini refrigerator in room, television, public lounges, laundry room) \$60/week. Elkhorn Quarters also has single housing available at \$120.00 per week, but there is extremely limited capacity for this room type. Employee housing costs are deducted from employee paychecks on a bi-weekly basis. Housing assignments are made based on availability with employees' preferences taken into consideration from their Housing Survey. Housing is available only to those employees who are 18 and older and working in a full-time seasonal status for the summer. Blankets, pillows, towels, washcloths, and other linens are provided by TRMF, however employees are welcome to bring their own linens. It is the employees' responsibility to change their own bed linens and keep their room clean and orderly. Washers and dryers are available at each employee housing location for no charge. The use of toasters, toaster ovens, microwaves, rice cookers, coffee makers or any other type of cooking equipment is not allowed in employee housing. Candles and incense are also not permitted. There are room inspections to ensure that this policy is followed. A television, DVD player, and games are available in a central lobby of the dormitory for employee use. Please keep in mind that closet and storage space is limited. TRMF will not be liable for loss of personal belongings. Renter's insurance is recommended. No pets of any kind are allowed or tolerated in seasonal employee housing. Employees who are found to have pets in their employee housing will be issued a large pet cleaning fine and will likely lose the privilege of receiving employee housing. Employees must follow proper check-in and check-out procedures for employee housing. Rooms must be cleaned and assessed by housing managers, and keys must be returned. Failure to follow this policy will result in cost assessments. Terminated employees are required to vacate housing immediately, and they are responsible for making their own travel arrangements out of the area.*

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

All TRMF buildings have free wifi available.

Phone Service: Yes

*Description:*

*Cellular service is available. Human Resources will be available to assist with landline phone calls whenever needed.*

*Kitchen facilities: No*

*Description:*

*There are no kitchen facilities in dorms. Employees will either have a shared microwave and refrigerator in their room or a public area depending on the dorm.*

*Laundry facilities: Yes*

*Description:*

*Full laundry rooms with multiple washers and dryers are located in each housing unit. Irons/ironing boards are to be used only in the laundry room.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 2*

*Suggested Occupancy Per Room: 2*

*Rooming Arrangement Description:*

*DORM: rooms have bunk beds and 2 residents, communal restrooms, communal showers, common areas, shared laundry room. One floor is female residents, one floor is male residents. There are no mixed gender rooms available in the Dorm. ELKHORN QUARTERS: rooms have bunkbeds and 2 residents, private bathroom, microwave, mini refrigerator, and television in room, common areas, shared laundry room. Mixed gender rooms are available. All roommate requests must be made on the Housing Survey.*

**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: Yes*

*Cost: \$160*

*Description:*

*Payroll deduct from the first few pay periods.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Housing deposits will be returned if the room is cleaned to the standard, no room damage, all linens are present and undamaged, the employee performs the proper check-out procedures with our Resident Assistant. Failure to do any of these areas may result in losing part or all of the housing deposit.*

*Details About Deposit Refund:*

*Will be included in their final paycheck*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: The town of Medora is very small. Most everything in town is within 5 minutes walking distance from our employee housing.*

#### *Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: No*

*Bicycles are available to rent: Yes*

*Estimated cost: \$50*

*Total: Yes Per Day: No*

*Description: Most everything in town is within 5 minutes walking distance from our employee housing. If you would like to rent a bicycle in town during the summer season, there is a local bike shop you can visit. Cost is \$50.00 for the season.*

#### *Employer-Provided Transportation*

*Estimated commute time: 15 to 30 minutes*

*Estimated cost: \$10*

*Total: No Per Day: Yes*

*Description: Weekly shuttles will go to Dickinson (30) miles for grocery shopping and Walmart trips. Cost is \$10.00 per trip, deducted from paycheck when they sign up.*

## ARRIVAL INFORMATION

#### ***Arrival Instructions:***

*We provide employee shuttles to and from both Dickinson and Bismarck airports for arrival and departure free of charge. We do require that people follow our scheduled pick-up times and days. Shuttles are provided Monday-Saturday. No shuttles run on Sundays, or past 5pm. Dickinson is a 40-minute trip in each direction, and Bismarck is a 2-hour trip in each direction.*

*All arrival and departure information must be received a minimum of 2 weeks prior to the shuttle ride date.*

*Shuttles to the Social Security Administration Office and to the Bank are free. Participants are scheduled for Social Security trips, and can sign up for trips to open a bank account at BMO Bank in Beach, ND.*

*If a participant needs a shuttle to either Dickinson or Bismarck outside of their arrival or departure, the costs are as follows:*

*Dickinson - \$10.00 per person*

*Bismarck - \$50.00 per person*

*All shuttles outside of arrivals and departures are available as the shuttle drivers schedule allows.*

*We do take employees to Wal-Mart in Dickinson each week on a first come first serve basis. This shuttle ride costs \$10.00 per employee, and 10 people can go on each shuttle run. Sign-ups for this are located in the LSC Cafeteria.*

*All transportation questions or requests should be directed to [medorajobs@medora.com](mailto:medorajobs@medora.com)*

**Suggested Arrival Airport:**

*Bismarck Municipal Airport, BIS, Over 50 miles*

*Dickinson Theodore Roosevelt Regional Airport, DIK, Less than 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$0 to \$25

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

*Everspring Hotel  
200 E Bismarck Expy  
Bismarck , North Dakota 58501  
<https://everspringinn.com/>  
(701) 222-2900  
\$75 to \$100*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

*Employees are expected to complete all CIEE paperwork as well as TRMF paperwork before arrival. This includes signing the offer letter from TRMF, Housing Survey, Shuttle Request form, and all onboarding tasks sent by TRMF. All documents with the exception of taxes and the I9 form MUST be completed before arriving in Medora. If a participant does not complete the required paperwork before arriving in Medora, it is likely they will be delayed in getting their ID cards and housing keys.*

**Social Security Number:**

*Require participants to apply for SSN before arrival at worksite:* No

*Details about how to apply for Social Security Number:*

*All participants will be assigned a day to be transported to the Social Security office free of charge. When participants are scheduled for their shuttle, they will receive an email explaining the details of this trip. Forms will be available at the Life Skills Center window to be filled out ahead of time. Social Security cards will be mailed directly to the Life Skills Center office upon completion.*

*Nearest SSA Office:* Bismarck , North Dakota , Over 50 miles

**Other:**

*Wage Payment Schedule:*

*Paychecks will be distributed every other Friday. If that Friday falls on a holiday, the previous work day is pay day. The two-week pay period begins on Sunday 12:00am and runs through Saturday 11:59pm. Direct deposit and/or paper checks.*

*Meal Plan:* Optional

*Estimated Cost Per Day:* \$27

*Meal Plan Description:*

*Employees may eat at a discounted cost of \$9.00/meal from May through September with their employee ID. Deductions for meal charges are taken directly from the employee's paycheck.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*It is a requirement that all TRMF employees exhibit a professional appearance as a basic condition of employment. Employees are expected to attend work having showered and applied deodorant. Hair, including mustache, beard and sideburns, must be clean, well-managed. A reasonable effort to cover tattoos should be made while also following uniform guidelines. Makeup must be of natural and modest application. Employees may be asked to adjust their wardrobe or appearance as managers see fit.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*All TRMF employees should come to Medora prepared with the following uniform attire to accompany the black uniform polo that many of our customer service employees and any employee who works at the Medora Musical in the evening will be assigned. You must have the following: At least two pairs of either neat blue jeans or khaki pants. No holes, excess distressing or decoration. They must be of a moderate fit (not extremely tight and not baggy). Brown or black shoes or neutral tennis shoes will also be permitted in most departments (no open toed shoes or sandals). A brown or black leather belt—employees may be asked to tuck in their uniform when at work. Some employees might also want to bring the following in case they are interested in being available to help with catered events: One pair of black dress pants, Black shoes (no open toed shoes or sandals). If employees are working in food service, they must bring black slip resistant shoes appropriate for working in kitchens.*

*For most positions, employees receive two polo shirts as their uniform. Employees will be charged for lost or damaged uniforms. Note - employees nametags come with a magnetic backing to secure it to uniform shirts. Hired applicants with pacemakers should contact us ahead of time so that an alternate securing device can be arranged.*

*No smoking is allowed in any employee housing properties. This includes, but is not limited to, hookah pipes, e-cigarettes, cigarettes, and cigars. Marijuana is illegal in the state of North Dakota. Employees may not possess this, or other illegal substances, within TRMF housing. If an employee is found to have been smoking or using illegal substances within TRMF property, the employee will forfeit part of their end of season bonus and may face legal consequences. All North Dakota state and Federal laws must be followed.*

*Smoking and Tobacco Policy Smoking and any tobacco use is strictly prohibited in TRMF owned or leased buildings, including, but not limited to, offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms and other areas. Smoking is also prohibited in TRMF vehicles, garages and storage buildings. In addition, no smoking is allowed at the Schafer Center Patio, the Downtown Patio, the Tjaden Terrace, Old Town Hall Theater, or the Burning Hills Amphitheatre. Employees should make a reasonable effort to be out of the way of guests as much as possible. If using e-cigarettes, employees are required to follow the same smoking policy. E-cigarettes must not be charged in the workplace. Employees caught smoking in these areas or breaking the smoking policy will be reported to Human Resources. The first time an employee is caught smoking will result in a warning. More than one warning will result in a \$25.00 fine. Failure to comply with this policy could result in further discipline, up to and including termination. This policy applies to all employees. Clients, contractors, and visitors must also only smoke in designated smoking areas of town. TRMF will comply with all state and local ordinances controlling smoking in the workplace including you must be at least 20 feet away from building entrance, exit, operable window, air intake, or ventilation system of enclosed areas of TRMF facilities. Please dispose of cigarette butts/tobacco products properly. Employees with inquiries or complaints about smoking in the workplace are asked to report them to the Human Resources Department.*

*Attendance & Tardiness - Every employee's job is necessary for the efficient operation of TRMF, and TRMF depends on their employees to be on time when you are scheduled to work. It is an essential function of each job for the employee to be on the job and ready for work at the prescribed time every day they are assigned. If an employee will be late or cannot come to work, they must contact their supervisor as early as possible prior to the start of their shift. Multiple absences or late arrivals may be cause for termination. They must notify their manager/supervisor personally. Talking to a coworker or leaving a message is not acceptable. Phone calls or face to face conversations are encouraged.*

*Schedule and Overtime Policies - Schedules will be posted in each work area. Employees are scheduled approximately 30-40 hours/week. Hours scheduled will vary depending on time of year, weather, and business levels. Extra hours are available at the Medora Musical and Pitchfork Steak Fondue June through September, up to a maximum of 50 hours each week unless manager approval is obtained. Overtime is paid to all non-exempt employees after 40 hours of work. Hours paid but not actually worked, if any, are not included in calculating overtime. Employees will be scheduled to work five or six days per week, including Saturdays, Sundays, and holidays. Schedules may vary*

*from week to week. Some positions may require employees to work split shifts. Employee requests for specific shifts or days off will be accommodated when possible, but are not guaranteed and are at the discretion of the scheduler. Employees are allowed one three-day period off for college registration/orientation. Please note that employees may not trade hours without a supervisor's approval. No pay is given for time off.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Post Office, Restaurants, Fitness Center*

***Walking Distance from Housing:***

*Post Office, Restaurants, Fitness Center*

***Unavailable:***

*Food Market, Shopping Mall, Bank, Internet Cafe, Public Library*