



WORK & TRAVEL USA

## One and Only Moonlight Basin - Housekeeping Attendant

### HOST INFORMATION

#### **Company Description:**

*Found in the world's most inspiring destinations, One&Only is an exceptional collection of one-of-a-kind resorts. Designed in harmony with nature and immersed in culture, our remarkable one-off resorts have their own distinct charm—offering authentic cuisine, curated experiences, and spectacular private sanctuaries in which to reconnect.*

*One&Only Moonlight Basin is one of the latest additions to the One&Only Collection. Our resort marks two firsts for the brand: it is the first location in the United States, as well as the first alpine resort. It is thoughtfully located within one of the region's most scenic and serene areas. Let the wilderness lead your way—whether you ski iconic slopes in bright white winters or hike sun-dappled summits in spring. Savor world-class cuisine with panoramic views over a landscape where grand eagles fly and majestic bison roam. Explore nature's endless charms in Big Sky, Montana, and find new frontiers of discovery working at One&Only Moonlight Basin.*

*Our brand is expanding faster than ever before. We are investing in the growth of our company, and that means we are committed to investing in you. Join a team that is open-hearted, intuitive, generous, and spontaneous in spirit. We believe in making our guests happy beyond anything they have ever imagined. We wow them, creating memories that will last a lifetime. You will be at the heart of this vision, constantly innovating to deliver Amazing Experiences and Everlasting Memories!*

**Host Website:** <https://www.oneandonlyresorts.com/moonlight-basin>

**Site of Activity:** One and Only Moonlight Basin

**Parent Account Name:** One and Only Resorts

**Host Address:** 77 Roosevelt Road Big Sky , Montana , 59716

**Nearest Major City:** Bozeman , Montana , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

##### *Job Summary*

*The Attendant, Housekeeping is responsible for providing housekeeping services across all Guest Rooms (GRs), Public Areas (PAs), and Heart-of-House (HOH) spaces. This individual must demonstrate genuine care and concern for both guests and colleagues, with a focus on maintaining a clean, sanitized, and organized environment.*

##### *Key Duties & Responsibilities*

- Extends warm, personalized greetings to guests and colleagues, using names whenever possible
- Delivers housekeeping services that consistently exceed expectations, with all assigned areas maintained according to One&Only standards
- Performs both routine and deep cleaning of Guest Rooms (GRs), Public Areas (PAs), Heart-of-House (HOH) spaces, and other designated

venues

- Maintains the cleanliness of HOH spaces, including corridors, offices, locker rooms, laundry rooms, uniform rooms, pantries, storage areas, and fire stairways
- Keeps carpets in GRs, PAs, and HOH spaces clean through daily vacuuming, edging, and spot treatment
- Thoroughly sanitizes equipment in PAs, such as ice machines
- Prepares scheduled arrival GRs to be guest-ready at the designated times
- Maintains all in-room materials, such as compendiums, directories, booklets, menus, and flyers in excellent conditions
- Replenishes linens, towels, amenities, and other related supplies in accordance with Resort standards
- Identifies and reports flower arrangements requiring replacement
- Ensures plateware, glassware, and cutlery in GRs meet hygiene and sanitation standards
- Communicates with the In-Room Dining team to coordinate the prompt removal of room service trays
- Understands the responsibility of carrying a Master Key and maintains its security
- Ensures all housekeeping equipment is cleaned, properly stored, and in good working condition, reporting any malfunctions and defects to the Executive Housekeeper
- Reports maintenance issues to the Facilities department
- Follows the proper procedure for logging, storing, and resolving all lost and found items
- Complies with the standard operating procedures (SOPs) for cleaning, sanitizing, and setting up all assigned areas
- Observes safe working practices in line with SOPs regarding Health and Safety
- Performs additional duties as assigned by the Assistant Manager, Housekeeping or other members of the Management team

**Typical Schedule:**

Days of the week may vary, but the expected scheduled will be 8 hours per day, 5 days per week. Shifts may be morning, mid-day, or evening.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17.67

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$706.8

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 40

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

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

During peak periods, participants may be required to work overtime. At other times, shift schedules may result in slightly fewer than 40 hours per week.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

• Uniform provided • Complimentary transportation to/from resort • Complimentary meal per shift • Subsidized housing based on availability • Discounts at F&B outlets on property

# JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Participants will need to push/pull housekeeping carts.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Working under direct sunlight*

*Other qualifications or conditions*

*Description:*

*Participants may work in outdoor environments, including high altitudes, that may present extreme weather conditions such as snow, ice, rain, heat, wind, etc.*

**Job Training required:** Yes

*Length of job training:*

*1 week*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Participants will shadow active colleagues performing the expected job duties. They must demonstrate a clear understanding of, and ability to perform, all required tasks.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Participants will receive company-issued uniforms.*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Participants must wear their assigned uniforms during their shifts. Participants must adhere to our Grooming Standards to ensure they are presentable.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Movie or Game Nights, Potlucks or Dinners, Holiday Events, Shopping Trips, Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

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

*At One&Only Moonlight Basin, we are committed to cultivating an inclusive environment for our colleagues inside and outside the workplace. We do this by creating opportunities through on- and off-site event for them to interact with, learn about, and celebrate their diverse backgrounds.*

### **Local Cultural Offering:**

*Big Sky, Montana is a hub for community, buzzing with events that celebrate its cultural heritage, such as art shows, concerts, farmers' markets, and rodeos. It also serves as a year-round outdoor paradise, offering skiing, snowboarding, hiking, mountain biking, zip-lining, rafting, and fishing.*

## 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:**

*We offer staff newly renovated housing at our Colleague Village at Buck's. Our Colleague Village is located at 46625 Gallatin Road, Big Sky, MT 59716, a short 10-minute drive to Big Sky's Town Center. Our rooms are either hotel- or suite-style. Regardless of room type, each living space includes a full bathroom, and are fully furnished with the following items: beds, linens (bedding & towels), storage (wardrobes, closets, or dressers), a television, and basic kitchen essentials. Some of the amenities provided at the Colleague Village include: Free Wi-Fi Complimentary Weekly Linen Exchange Complimentary On-Site Laundry Facility Uniform Laundry Service Communal Kitchen Stocked With Cookware Food & Drink Vending Machines On-Site Colleague Events*

**Lease Agreement:** *Yes*

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*We provide complimentary Wi-Fi to all of our Colleagues. Participants will receive Wi-Fi information upon arrival to our Colleague Village.*

*Phone Service: Yes*

*Description:*

*While we do not have a landline, cellular service tends to be reliable in the area. We recommend that colleagues get a U.S. phone number as soon as they arrive.*

*Kitchen facilities: Yes*

*Description:*

*Participants will have 24/7 access to a community kitchen that is well-stocked with cookware and dinnerware.*

*Laundry facilities: Yes*

*Description:*

*Our Colleague Village offers complimentary use of on-site laundry facilities.*

### **Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 1*

*Maximum Occupancy Per Room: 2*

*Suggested Occupancy Per Room: 1 - 2*

*Rooming Arrangement Description:*

*Any requests regarding roommates need to be made a minimum of two weeks prior to arrival to our Colleague Village. If participants do not have a special request, they will be paired with a Colleague in the same (or a similar) department of the same gender.*

### **Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$185*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

### **Transportation to Worksite:**

*Employer-Provided Transportation*

*Estimated commute time: 30 to 45 minutes*

*Employer-Provided Transportation is free of charge*

*Description: We offer complimentary shuttle services to and from our Resort throughout the day.*

*Other*

*Estimated commute time: Greater than 45 minutes*

*Estimated cost: \$0*

*Description: Upon arrival to BZN Yellowstone International Airport, we offer complimentary transportation services to our Colleague Village.*

## **ARRIVAL INFORMATION**

### **Arrival Instructions:**

*To support a smooth arrival experience, we will now offer **one complimentary shuttle per week from the airport to our housing facility.** The date and time the shuttle operates will be confirmed ahead of colleagues' arrival, but we ask that colleagues arrive 1-4 days ahead of their start date. This shuttle is available to all incoming participants who are able to align flight schedules accordingly. For those arriving outside of the scheduled date and time of the shuttle, we will provide a list of alternative transportation options to help you reach the housing facility independently.*

*Please note that **departure transportation to the airport will not be provided.** All departing participants will receive a list of recommended transportation services to assist with their travel planning.*

### **Suggested Arrival Airport:**

BZN Yellowstone International Airport, BZN, 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:**

Hilton Garden Inn  
2023 Commerce Way  
Bozeman , Montana 59715  
<https://www.hilton.com/en/hotels/bzngigi-hilton-garden-inn-bozeman/>  
\$150 to \$200

Holiday Inn Express  
309 W Madison Ave  
Belgrade , Montana 59714  
[https://www.ihg.com/holidayinnexpress/hotels/us/en/belgrade/bznbg/hoteldetail?cm\\_mmc=GoogleMaps\\_-EX\\_-US\\_-BZNBG](https://www.ihg.com/holidayinnexpress/hotels/us/en/belgrade/bznbg/hoteldetail?cm_mmc=GoogleMaps_-EX_-US_-BZNBG)  
\$150 to \$200

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Participants will need to complete the forms below during the pre-boarding process through our onboarding HRIS platform, SuccessFactors.

- *Personal Data Form:* This enables participants to be added to our HRIS (SuccessFactors) and payroll (ADP) systems.
- *IT Acceptable Use Policy:* This allows participants to access IT resources.
- *Uniform Form:* This helps our Housekeeping team prepare participants' uniforms based on the sizes they provide.

**Social Security Number:**

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

Details about how to apply for Social Security Number:

To apply for an SSN, participants must visit the SSA website at [www.ssa.gov/number-card/request-number-first-time](http://www.ssa.gov/number-card/request-number-first-time). They will need to: • Complete the application online (if possible) • Visit the Human Resources Team, who will set up their appointment at and arrange their transportation to the nearest Social Security Office • Complete the application during their visit to the Social Security Office within 45 calendar days of their start date

Nearest SSA Office: Bozeman , Montana , Less than 50 miles

**Other:**

Wage Payment Schedule:

Participants will be paid via Direct Deposit on a bi-weekly basis.

Meal Plan: Optional

Estimated Cost Per Day: \$0

Meal Plan Description:

Each work shift, participants will be offered one complimentary meal.

Provide Certificates/Performance Evaluations: Yes

*Hire in Groups: Yes*  
*Maximum Group Size:*

*Grooming Requirements:*

*Grooming is an important aspect of one's presentation, involving the conscious effort to maintain a professional and polished look. So, One&Only Moonlight Basin colleagues are expected to commit to personal grooming standards that enhance the resort's reputation for excellence. It is important that they always put their best foot forward. Our detailed Grooming Standards document will be shared during the pre-boarding process.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Our company policies will be shared with participants upon arrival.*

## COMMUNITY AMENITIES

***In Town, Requires Transportation:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*

***Unavailable:***

*Shopping Mall*