

Pahaska Tepee - Housekeeper

HOST INFORMATION

Company Description:

Pahaska Tepee, Buffalo Bill's Original Lodge at the Eastern gateway to Yellowstone, is nestled amongst the tall pines just east of Yellowstone Park at the foot of majestic Cody Peak in Park County Wyoming. With THE BEST location just outside of Yellowstone's East Entrance; your memories will be filled with dramatic mountain scenery, abundant wildlife, and our friendly western hospitality. The Cody road to Yellowstone is famous for its high mountains, pinnacle rock formations called hoodoos, the crystal clear North Fork of the Shoshone River and an abundant variety of wildlife. We believe Cody's East Entrance is unquestionably the most scenic entrance to Yellowstone National Park.

Historic Pahaska Tepee's original lodge was built by Colonel William F. "Buffalo Bill" Cody at the turn of the century. Buffalo Bill frequented the area on hunting trips in the 1880's. Twenty odd years later he returned and led the development of Yellowstone's East Entrance.

We truly consider our location a major perk of working out here. We are located in the Shoshone National Forest, and are 2 miles from the East Entrance of Yellowstone National Park. Aside from the beautiful envelopment of our surroundings, we pride ourselves on having competitive wages, giving our staff two days off each week and gift shop discounts. Lastly, and in my opinion of great importance, we are a small family owned operation here. Instilling a small town family atmosphere is a major goal every season.

Host Website: <https://www.pahaska.com>

Site of Activity: Pahaska Tepee

Parent Account Name: Pahaska Tepee

Host Address: 183 N Fork Hwy Cody, Wyoming, 82414

Nearest Major City: CODY, Wyoming, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

This job includes, cleaning guest rooms, bathrooms, guestroom porches, public areas/bathrooms and working in the laundry. Must be detail oriented and able to work on a task schedule. Duties include: stripping rooms of linens, making beds, cleaning toilets, mopping, vacuuming, dusting, washing windows, sweeping, laundry, folding laundry, replacing supplies in guest rooms and sharing in on call evening shifts.

MUST be able to communicate effectively in English with the housekeeping team and the Front Desk staff, and understand written instructions.

MUST be able to lift 30 pounds without trouble and walk over various surfaces throughout the workday.

Typical Schedule:

We provide guest service seven days a week. Schedules are set up five days working and 2 days off so you have plenty of time to take advantage of the many opportunities available in our area.

Seasonal changes to job duties or available hours: Yes

Working hours are scheduled varying days and hours for each employee at least five days a week within their department. There may be slight changes as the business influx increases during the season.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15.5

Eligible for Tips: Yes

Tips for the Housekeeping staff come directly from the guests and are divided among staff working on any given day.

Estimated weekly wages including tips: \$600

Bonus: Yes

This year we are offering a generous bonus for employees fulfilling their contract date. The bonus = \$1.00 per hour up to \$40.00 per week. Your contract must be completed with no excessive days off.

* All figures above are pre-tax

Estimated average number of hours per week: 34

Estimated minimum number of hours per week: 30

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

There is certainly more work when we have more guests, being a seasonal vacation spot business fluctuates throughout the season. We strive to provide awesome customer service, this keeps us plenty busy.

Average number of hours per week reached by last year's seasonal employees: 34

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Wildlife on the lawns, mountain vistas, blue ribbon trout fishing and miles and miles of hiking trails abound! We also have gift shop discounts for our staff.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

On any given day, throughout the shift: Be able to stand & walk on paved, unpaved, uneven and sometimes slippery surfaces. Must be able to climb stairs frequently. Ability to remain balanced; Stoop, squat, kneel, crouch, twist, turn, and reach down, forward and overhead repetitively. Must have manual dexterity to grasp, lift, push, pull and use cleaning equipment. Must be able to push, pull, and control supplies and/or similar items on inclines and declines.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

Understand and communicate in English. Excellent guest relations skills. Solid knowledge of all duties related to housekeeping, porter, laundry, etc. Strong organization, interpersonal and multi-tasking skills. Learns and follows all company, Environmental, Health, and Safety Management Programs. The worker is subject to both inside and outside environmental conditions. The ability to work with minimal supervision and be self-motivated. Ability to learn all company training materials

Job Training required: Yes

Length of job training:

We do staff training while on the job, it is part of the first few working shifts.

Hours per week during training period: 6

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

The training that will be provided is job specific. Where supplies are kept, in what order to complete the tasks of the job. Any necessary specific details that will assist staff in doing their jobs successfully. While certifications like Red Cross CPR and ServSafe are great assets to the staff and company, they are not required.

Need to wear uniform: Yes

Uniform Policy:

All staff will wear uniform shirts that are purchased from us, at our cost. NO leggings or gym pants are acceptable for work in the front of house; Slacks & jeans only. Hair will be tidy and pulled out of your face while at work. Restaurant, Bar and Kitchen staff need non-slip, closed-toe shoes & will wear hair up and/or with cover as per the health code. Housekeeping staff dresses in presentable, comfortable pants, never shorter than the knee & comfortable athletic, closed-toe shoes.

Cost of uniform: \$12

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

All staff will wear uniform shirts that are purchased from us, at our cost. NO leggings or gym pants are acceptable for work in the front of house; Slacks & jeans only. Hair will be tidy and pulled out of your face while at work. Restaurant, Bar and Kitchen staff need non-slip, closed-toe shoes & will wear hair up and/or with cover as per the health code. Housekeeping staff dresses in presentable, comfortable pants, never shorter than the knee & comfortable athletic, closed-toe shoes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Movie or Game Nights, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Sporting Events, Holiday Events, Company Parties, Shopping Trips, Potlucks or Dinners, Karaoke Nights or Talent Shows, Buffalo Bill 1904 Lodge, Yellowstone National Park, Grand Tetons Nat'l Park, Museum of the West, Buffalo Bill Dam, WWII Interpretive Center,

Veterans War Memorial, 1884 Town Marquette, WY, The Cody Stampede Rodeo

Additional Details about Cultural Offerings:

Historic Pahaska Tepee's original lodge was built by "Buffalo Bill" Cody at the turn of the century. He lead many area hunting trips in the 1880's. He returned and led the development of YNP East Gate. The Old Lodge still stands in glory; Walking in the front door is like walking into another era.

Local Cultural Offering:

Yellowstone National Park, just 2 miles away from Pahaska. In Cody, the Buffalo Bill Center of the West has 5 Smithsonian associated museums, the World Famous Cody Nite Rodeo, Old Trail Town, the Dug Up museum, river rafting tours, parades and a full slate of other local events scheduled for 2026.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Our housing is dormitory style; separate men's and lady's dorms. Specifically, there are 2 separate buildings, one male and one female. This is for the comfort for all of our staff. Most everyone has 1-2 roommates; they will be same-sex roommates. Additionally, each dorm has several shared bathrooms. The assignment of rooms is made before seasonal staff arrive. Employees may sign out bed linens and towels for the season or bring their own. Beds are twin sized, there is also some storage room for each employee in their rooms. All buildings are Non-Smoking. Smoking indoors is grounds for immediate dismissal. Quiet hours are 10pm to 9am. Both dorms have a small refrigerator and microwave for the dormmates to share. Like our guest rooms, employee dorms have heat but we do not have air conditioners; rooms do have windows. There is no cell phone service in our area, though we do have limited WIFI and the offices have hardline phones for emergencies. Employees are required to be respectful of shared spaces and each other. Sorry, we do not have housing for families or pets. Employees also have access to an employee only Recreation Room that has: satellite TV, pool table and foosball table. There is also a basketball hoop outside between the dorms and a volleyball net for staff recreation. Housing is very conveniently located on the business property and minutes from business and meal areas. Additionally, there is an employee only coin laundry (\$1.00 to wash and \$1.00 to dry) so that staff can easily tend to their personal laundry needs. (*)Room and Board is \$116 per week and covers housing costs and three meals every day. We do our very best to make housing as safe and comfortable as possible. Employees are always welcome to speak with a manager if there is ever an issue. Safety is a paramount issue for Pahaska staff and in our surroundings. (*) This is subject to change once the food cost for next year are announced.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Pahaska has offers free wi-fi to staff. We ask that staff members refrain from streaming or downloading entertainment and such as to keep the wi-fi more consistent.

Phone Service: No

Description:

There is no cell service in our area, though we do have Wi-Fi and the offices have hardline phones for emergency contacts.

Kitchen facilities: No

Description:

There is no actual kitchen for staff to use. There are several microwaves and small refrigerators in staff areas.

Laundry facilities: Yes

Description:

Pahaska staff has an employee only coin laundry (\$1.00 to wash and \$1.00 to dry) so that staff can easily tend to their personal laundry needs.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Most everyone has 1-2 roommates; they will be same-sex roommates. Additionally, each dorm has several shared bathrooms. The assignment of rooms is made before seasonal staff arrive. Beds are twin sized, there is also some storage room for each employee in their rooms. Roommate requests can be made, but must fall into the same-sex categories. Couples housing is not available and/or full at this time.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$120

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

Seasonal staff have a \$100.00 security deposit deducted from the first pay check or two. The deposit is fully refundable, as long as there is no damage or any employee areas and the room is clean, once you depart. If an employee departs without notice their deposit is then null and void.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

See above.

Details About Deposit Refund:

The deposit is traditionally refunded and added to the next occurring pay paycheck/pay period after you depart.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Our housing buildings are 2 minutes or less from the business and meal areas.

ARRIVAL INFORMATION

Arrival Instructions:

Employees are responsible for getting to Cody, Wyoming. From there, if you don't have your own transportation let us know and we will pick you up in CODY between the hours of 8:30am and 9:00pm, MST, seven days a week.

Cody, WY has a small airport , the Yellowstone Regional Airport, (COD) is the city code, YRA is accessible from Denver (DEN) via United airline. We pick up staff from the Cody airport free of charge, but ONLY from Cody. WE ABSOLUTELY DO NOT PICK UP from Billings, MT, Bozeman, MT, Jackson, WY, West Yellowstone or ANY OTHER SURROUNDING AREAS. We want to be very clear on this so that no staff, international or domestic, finds themselves stranded far away from the resort. Please ask any questions you need via email: pahaskajobs@gmail.com. We are happy to help in any way we can to make your arrival easier.

If you are driving/getting a ride, take highway 14-16-20 west from Cody for an incredibly scenic one hour trip through the spectacular Wapiti Valley. If you are planning on driving through Yellowstone, we are just 2 miles outside the East Entrance. Pahaska is easily visible from the road.

Please forward your travel plans well in advance of your arrival, no matter what mode of transportation you choose. You can EMAIL Pat at pahaskajobs@gmail.com ; our phone number is: 307-527-7701. If you will require transportation from Cody, notify Pat as soon as you have your plans in place so that we can arrange for someone to meet you in town. All that we ask is that arrival to Cody is by 9:00pm.

Suggested Arrival Airport:

Yellowstone Regional Airport, COD, 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:

*The Irma Hotel
1801 Mountain View Dr.
CODY, Wyoming 82414
https://www.irmahotel.com/?utm_source=GBP&utm_medium=Web
3075784221
\$150 to \$200*

*The Beartooth Inn
2513 Greybull Highway
Cody, Wyoming 82414
https://beartooth-inn.business.site/?utm_source=gmb&utm_medium=referral
(307) 527-5505
\$150 to \$200*

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

At MINIMUM a resume **MUST be emailed to Pat at www.pahaskajobs@gmail.com for every applicant before they are confirmed as an employee at Pahaska Tepee. Please be sure resumes are in English. ALL applicants **MUST** be able to speak English to meet our requirements (see below). Furthermore, any applicants that wish to work in a **position with a cash register** **MUST** be able to recognize and distinguish between all US currency and their denominations; bills and coins; able to correctly communicate to customers how much their total has come to; able to make change with the help of the register program; able to count each denomination of currency for the end of shift envelope; able to use an accounting calculator, able to use a basic credit card machine for customer purchases.**

ENGLISH SPEAKING ABILITY: (* Ideal Candidate)

***Exceeds Requirements:** Accent, but not difficult to understand, full knowledge of English vocabulary; knows some American slang and colloquial expressions; and uses them correctly, speaks at a normal speed with no pauses for words. Perfect for FRONT of HOUSE positions.

***Meets Requirements:** Has moderate accent but is not difficult to understand, speaks English at a normal speed with few pauses for words, has strong vocabulary base to carry on a conversation without a translator, makes few grammatical errors in oral communication. POSITIONS ARE FLEXIBLE.

Meets Minimal Requirements (Appropriate for behind-the-scenes jobs): Has strong accent but can still be understood, speaks slower than normal but is able to carry on a conversation, vocabulary is basic with some effort, makes some grammatical errors in speech, but overall meaning is understood. Perfect for BACK of HOUSE positions.

ENGLISH COMPREHENSION ABILITY: (* Ideal Candidate)

***Exceeds Requirements:** Can read and understand advanced written text/instructions without a translator (electronic or otherwise), Full knowledge of the English language; knows some American slang and colloquial expressions; and uses them correctly

***Meets Requirements:** Can read and understand written text/instructions, Strong vocabulary base; knows some American slang and colloquial expressions; and uses them correctly

Meets Minimal Requirements: Vocabulary is basic, but can understand others with some effort, has minor difficulty reading, but can follow basic writing, can perform behind-the-scenes jobs with minimal customer contact

It is helpful to know if any applicants has a unique uniform top (shirt) size. All staff buy their uniform shirts from us at wholesale cost and this is a payroll deduction for everyone's convenience. Staff bring their own pants and shoes; If need be, pants and shoes can be purchased locally if necessary. Our seasonal staff housing is divided into men's and lady's dorms, and all staff gets assigned rooms and roommates accordingly.

Employees are expected to exhibit proper hygiene, have a clean neat appearance/uniform, and show a courteous and respectful attitude towards fellow employees and guests at all times. While we do encourage your individuality this is a family establishment and there are important rules regarding your appearance while you are at Pahaska. (1) Facial jewelry; **Visible Piercings:** tiny nose stud {2mm or less}, small nose ring {7mm or less}, and ear gauges {8mm or less} are allowed. (2) However, any larger facial jewelry/ear gauges or septum piercings, eyebrow piercings, any other facial piercings or gauges are not acceptable. This also applies to any faux piercings or body art. (3) Visible tattoos must be approved by the management. We reserve the right to have any employee cover their tattoos while at work. (4) Extreme hair styles will not be acceptable at work in any department. (5) Any artificial hair color not found in nature must also be approved by the management. All beards must be neatly trimmed. **All "front of house" (FOH) staff** (Front Desk, Retail, Restaurant) **will need to bring full length black slacks or black jeans, and closed-toe, comfortable shoes.** **ABSOLUTELY NO leggings or athletic style pants are acceptable for work in the front of house;** Slacks or jeans only; pants must have no holes or large tears in them. Hair will be tidy and pulled out of your face while at work. **All Restaurant, Bar and Kitchen staff** will need non-slip, closed-toe shoes and will wear hair up and/or with a hat or bandana as per the health code. **Shorts or Capri pants are NOT allowed in the FOH or in the kitchen.** **Housekeeping staff** will dress in presentable, comfortable pants, never to be shorter than the knee, and comfortable athletic or work style, closed-toe shoes.

NOTE:

Participants **MUST** be able to have minimal English speaking abilities to work here. This is not only for consistency and properly followed procedures at work, but also for safety on and off the clock. For instance, in the kitchen "HOT", "HOT PAN" or "CORNER HOT" is voiced so that staff in and out of the kitchen do not get burned or burn someone on accident. Also, we live in the forest, we have true wildlife, being able to understand or voice to others that an animal is close is very important. We live in what is basically a tiny community here at Pahaska. Everyone who works and lives here is involved in keeping each other safe and informed. True basic english comprehension and speak is invaluable and required.

HOUSING REQUESTS:

Any staff members that may be traveling together should feel very free to let us know if you would like to room together. We will do our best to accommodate friends and family members whenever possible. Please keep in mind that our dorms are separate for ladies and men; that would be an obstacle. Even so, we want everyone to comfortable, so please feel free to email anytime.

TATTOOS:

We reserve the right to have any employee cover their tattoos while at work; **discriminatory tattoos are grounds for immediate dismissal from employment at Pahaska Tepee.**

Important rules regarding your appearance: **Visible Piercings:** tiny nose stud {2mm or less}, nose ring {7mm or less}, ear gauges {8mm or less} are allowed. **LARGE** facial jewelry/ear jewelry are not allowed at work. We reserve the right to have any employee cover their tattoos while at work; discriminatory tattoos are not allowed. Extreme body modifications that can be seen by the public are not in line with the spirit of our business, and not acceptable for our employees. This includes but is not limited to: modified skull, sub dermal implant, tongue splitting, scarification, sharpened teeth and face tattoos, etc.

Extreme hair styles/artificial hair color must also be approved by the management. Beards must be neatly trimmed. Staff must practice proper hygiene on & off the clock.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

We are happy to provide transportation and basic guidance to any employee that needs to apply for their USA Social Security card once they arrive. There is a Social Security office in the closest town, Cody, WY. Even so, applying online before arrival saves valuable time. Forms can be downloaded from the <https://www.ssa.gov> website.

Nearest SSA Office: CODY, Wyoming, Over 50 miles

Other:

Wage Payment Schedule:

We pay based on hours worked, verified by our biometric time clock. The work week starts on Thursdays, pay days are every other Friday. Staff have the choice of being paid via Direct Deposit or physical paper check.

Meal Plan: Mandatory

Estimated Cost Per Day: \$17.15

Meal Plan Description:

In our EDR (Employee Dining Room), we provide three well-balanced meals per day. We are able to accommodate very basic dietary needs and allergies, such as: vegetarian diets, lactose or nut allergies.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Important rules regarding your appearance: **Visible Piercings:** tiny nose stud {2mm or less}, nose ring {7mm or less}, ear gauges {8mm or less} are allowed. **LARGE** facial jewelry/ear jewelry are not allowed at work. We reserve the right to have any employee cover their tattoos while at work; discriminatory tattoos are not allowed. **Extreme hair styles/artificial hair color must also be approved by the management.** Beards must be neatly trimmed. Staff must practice proper hygiene on & off the clock.

Second Job Availability: No, unlikely

Applicable Company Policies:

We expect our employees to provide guests with western hospitality and always have a positive attitude. Employees at Pahaska need to be right minded and enthusiastic about their job and adaptable to new environments and people. If you are looking for a summer job in the true western mountains of Wyoming, and are motivated by a strong dedication to community, honesty, integrity and courtesy, we would be very interested in hiring you.

We try to schedule you to work 38-40 hours per week. Over 40 hours is considered overtime and paid at one and half times your hourly wage. We also do our best to give you 2 days off in row so you have plenty of time to take advantage of the many cultural and adventure opportunities available in our area. Any special time off requests must be made at minimum three weeks in advance and may not exceed four days in total, this is a one time request.

We have limited wireless internet access for our employees, however we do not have cell phone service. Pahaska has USPS mail pickup and delivery 6 days a week. Additionally, we receive delivery for both UPS and FedEx.

A \$100.00 dorm room security deposit is withheld from employees first paycheck. This is fully refundable as long as the room is undamaged when you depart. You must fill out, and have signed, a Room Check form and Employee Manual prior to your first pay day. Room check forms must be signed by a manager after your arrival and before your departure in order to receive your room deposit refund. If you leave your employment here without notifying the management your room deposit will become automatically non-refundable.

All dorms, employee spaces, company vehicles and Pahaska business buildings/areas are non-smoking. This includes but is not limited to: cigarettes, cigars, vapes, e-pens, e-cigarettes etc. Employees who smoke cigarettes are required to dispose of them in urns or cans designated for cigarette butts. Any employee who throws butts on the ground, walkways or stairs will be required to pick up butts and trash around the property for up to 2 weeks. The drinking age in the United States is 21 years of age, this is strictly enforced in Wyoming.

Being part of this team and community also means respect and civility of your co-workers, dormmates and our guests. Bullying, abusive talk and/or touching of any kind is grounds for immediate firing and possible legal charges being brought to that person. Pahaska has **ZERO TOLERANCE** for anyone not showing basic human decency, respect and for those around them. This includes our guardianship of this forest, nature in general and the wildlife in the region. Being a decent person is a big ticket item here. For anyone who fits the bill, we have great adventure, sights and new friends for you to make; and tons of memories waiting for you out west at Pahaska Tepee.

COMMUNITY AMENITIES

Walking Distance from Housing:

Restaurants

In Town, Requires Transportation:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Shopping / Not Mall, Urgent Care/Hospital, Rodeo

Unavailable:

Shopping Mall