



Rubys Inn - Retail

HOST INFORMATION

Company Description:

Experience Culture, Community, and Nature at Ruby's Inn

At Ruby's Inn, we believe work should feel like home—not just a job. We're more than a team; we're a tight-knit community, surrounded by some of the most awe-inspiring landscapes in the country.

A Workplace That Feels Like Family

We take pride in creating a culture where everyone feels valued and celebrated:

- *Monthly birthday treats for all team members (2nd Wednesday of each month)*
- *Holiday celebrations and bi-annual team dinners that bring us together like family*
- *Weekly shopping trips to the "Big City" (Cedar City, UT) so you can recharge and explore*

Nature Is Your Backdrop

- *Three breathtaking National Parks*
- *Scenic State Parks and National Monuments*
- *Endless opportunities for hiking, photography, and quiet moments of wonder*

A Cultural Experience Unlike Any Other

- *Connect with visitors from around the world*
- *Experience the unique heritage and landscape of Southern Utah*
- *Embrace a slower pace of life that brings clarity, connection, and meaning*

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

Site of Activity: Rubys Inn

Parent Account Name: Rubys Inn

Host Address: 26 SOUTH MAIN STREET BRYCE CANYON CITY, Utah , 84764

Nearest Major City: Cedar City, Utah , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Retail-

Retail Sales Associates are responsible to provide fast, friendly, and accurate check out services for customers using computerized cash register systems. As the primary contact between the customers and the company, they are expected to deliver top quality customer service and be friendly and engaging when interacting with guests to project a positive image of the company.

Job Duties and Responsibilities:

- Greet and interact with Guest in a positive, friendly and professional manner.
- Answer customers' questions, and provide information on products, policies and procedures.
- Bag or wrap merchandise after purchase.
- Offer customers carry-out service at the completion of transactions.
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods, services or admission, and sum bills using calculators, cash registers, or optical price scanners.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain clean and orderly checkout areas.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Process merchandise returns and exchanges.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Request information or assistance using paging systems.
- Resolve customer complaints.
- Sort, count, and wrap currency and coins.
- Weigh items sold by weight in order to determine prices.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Stock shelves, and mark prices on shelves and items.
- Complete additional duties as assigned by supervisor.

Typical Schedule:

Varies. A typical shift is around 8 hours in length and could be scheduled between the hours of 7am and 11pm. Participants may be scheduled on weekends and holidays.

Drug Test required: Yes

COMPENSATION

Hourly Wage: \$10

Eligible for Tips: Yes

*Tips are not guaranteed. However, if tips are made, they will be in-addition-to hourly wage.

Estimated weekly wages including tips: \$450

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:

We do offer overtime and on occasion 2nd jobs are available.

Average number of hours per week reached by last year's seasonal employees: 42

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

typically 1 soft drink per shift

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Offer customers carry-out service at the completion of transactions.

Standing for entire shift

Other qualifications or conditions

Description:

-Accuracy and basic math skills are important. -Must possess a high level of integrity. -Must possess a positive attitude and work well with other team members.

Job Training required: Yes

Length of job training:

3-7 Days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

On the job training

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts are provided, but participants must provide their own pants(no holes) and closed-toed non slip shoes.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Must have a clean-cut, professional appearance. Uniform Shirt Long pants(no holes) Closed toe non-slip shoes

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

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Local Cultural Offering:

Birthday Treats

Holiday Celebrations

Community Parties, dinners, and events

Work parties

Excursions to Bryce Canyon and Zion National Parks, Kodachrome Basin State Park, and many more.

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:

Ruby's Inn company housing on site We offer single adult housing separated male and female. The cost is \$115 bi-weekly. Rent is payroll deducted. Units are shared by male and females but with gender specific rooms. Students will live in suite style dorms where there are 2 bedrooms and a common room for each unit. Each bedroom contains 4 beds (2 bunk beds). Each specific bedroom has its own bathroom. Large Separate common area includes 2 sofas, chairs, a TV, a table...etc

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

Phone Service: Yes

Description:

Landline in every housing unit.

Kitchen facilities: Yes

Description:

Kitchen in every unit

Laundry facilities: Yes

Description:

Coin op Laundry located in a room off the common area connected to the apartment complex.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Yes, be advised Suites are separated by gender.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$57.5

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

We deduct the security deposit from each participants paychecks in \$50.00 increments.(3 biweekly paychecks)

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit is refundable, EXCEPT for a small cleaning fee.

Details About Deposit Refund:

Security deposit will be refunded in the last paycheck.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Most walkways are paved, well lit, and there is a cross walk for safety when crossing the street.

ARRIVAL INFORMATION

Arrival Instructions:

General Arrival Instructions

Participants will need to make travel arrangements from the designated airport (Las Vegas/Salt Lake City) then use a transport service to reach Cedar City, Utah (use the Exit 59 stop because it is closer to businesses and local hotels) for pick up. You can do this via the Salt Lake Express or St George Shuttle. They are the most reliable services for the area.

I have included links to each website below.

Arrival - Plan to arrive in Cedar City between 10:00 AM – 2:00 PM on a Tuesday or Thursday.

We will only accommodate pick up in Cedar City, Utah. I would recommend Salt Lake Express as the best shuttle to book. Below are websites to help you book bus tickets.

Salt Lake Express

<https://saltlakeexpress.com/>

St. George Shuttle

<https://stgshuttle.com/>

Pick up Site- Our Free Shuttle will pick you up at Exit 59 in Cedar City (use this stop because it is closer to businesses and local hotels). Our shuttle will reach Cedar City approximately between 10:00 AM and 11:30 AM.

Please do your best to arrive before 2:00 PM. If you miss Ruby's free shuttle you will need to wait for the next available shuttle (Tuesday/Thursday) or make other arrangements.

You do not need to travel anywhere else once you have arrived in Cedar City, stay at the bus station for pick up. If needed multiple hotels are located next to the bus station.

If you do leave, please contact Cheyenne +1 (435) 690-9672 or Kenny +1(406) 647-6905 and let someone know where you will need to be picked up.

Ruby's Inn free shuttle will depart Cedar City between 5:00 and 5:30 PM.

The Ruby's Inn Shuttle will ONLY pick up in Cedar City, Utah, on Tuesdays and Thursdays. We will not accommodate pick up on any other days. Students who arrive on days outside of these specified days will be responsible for travel to Ruby's Inn or a hotel room at their expense. Please make travel arrangements to accommodate pick up.

Suggested Arrival Airport:

Las Vegas McCarran, LAS, Over 50 miles

Salt Lake City, SLC, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$75 to \$100

If arriving after regular hours:

Suggested After-Hours Accommodation:

Super 8

145 N 1550 W

Cedar , Utah 84720

<https://www.wyndhamhotels.com/super-8/cedar-city-utah/super-8-cedar-city/overview>

4352381707

\$75 to \$100

Motel 6

1620 West 200 N

Cedar City , Utah 84720

4355869200

\$50 to \$75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding:

Social Security Number:

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

Details about how to apply for Social Security Number:

We transport participants applying for their SSN to Cedar City and help them fill out the paperwork to ensure it is correct. upon arrival.

Nearest SSA Office: Cedar City , Utah , Over 50 miles

Other:

Wage Payment Schedule:

Bi-weekly paycheck. To avoid additional check cashing fees we will assist participants to set a bank account up so they can have a visa debit card and their paycheck will be direct deposited into the account.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Uniforms should be clean and neat at all times and worn whenever you are on duty. Hair should be clean and, if you are handling food, appropriately tied back or in a hair restraint. Hands and nails should be clean and tidy. Nose rings, tongue piercings, facial piercings and other visible body piercings are not allowed while an employee is on duty. Excessive ear piercings are also discouraged. See your supervisor for more details.

Second Job Availability: Yes, likely

Applicable Company Policies:

Please visit Link below for

Employee Handbook

<https://employment.rubysinn.com/wp-content/uploads/2020/10/Employee-Handbook-08-29-2019-Final.pdf>

Sexual Harassment Policy

<https://employment.rubysinn.com/wp-content/uploads/2020/10/Sexual-Harasment-Policy-Single-Sheet-Rev-4-15-2011.pdf>

Substance Abuse Policy

<https://employment.rubysinn.com/wp-content/uploads/2020/10/Substance-Abuse-Policy-November-10-2016.pdf>

Electronic Device Use Policy

<https://employment.rubysinn.com/wp-content/uploads/2020/10/Policy-Rubys-Inn-Electronic-Device.pdf>

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Restaurants, Fitness Center

Walking Distance from Housing:

Food Market, Post Office, Restaurants, Fitness Center

In Town, Requires Transportation:

Food Market, Bank

Unavailable:

Shopping Mall, Internet Cafe, Public Library