

H-2B Job Order Request Form

EMPLOYER INFORMATION:

Business Name: **Kelly Midwest Ventures Limited Partnership dba Kelly Inn/Clubhouse Inn/Yellowstone West Gate Hotel**

Physical Address: **104 S Canyon St, West Yellowstone, MT 59758**

Mailing Address: **P.O. Box 1482, West Yellowstone, MT 59758**

Telephone: **(406) 646-4544**

Fax: **(406) 646-9838**

FEIN: **26-2210919**

Unemployment Insurance Account Number: **2018851**

Primary Contact: **Jeff Schoenhard, Regional Director**

E-Mail Address: **jschoenhard@kellyinns.com**

Job Order Expiration Date: **3/11/2021**

JOB SUMMARY:

Housekeepers. 32 temporary/full-time positions with Kelly Midwest Ventures Limited Partnership dba Kelly Inn/Clubhouse Inn/Yellowstone West Gate Hotel from 4/1/2021 - 10/31/2021.

Clean guest rooms; make beds; clean/disinfect bathrooms; wash windows/walls; stock rooms; sort/wash/fold/stack linens.

Saturday and Sunday work required, when necessary. Must lift/carry 50 lbs when necessary and frequently work on hands and knees.

On-the-job training will be provided to the worker.

Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer arranges and pays directly for inbound travel costs no later than upon completion of the first half of the contract (the 50 percent point). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment to the place of employment, a daily subsistence for meals, and reasonable lodging costs, if applicable. Subsistence reimbursements based on rates specified in the Federal Register (currently \$12.68 per day minimum, or \$55.00 per day maximum for workers with acceptable receipts). Transportation reimbursements based on worker's actual cost, not to exceed the most economical common carrier transportation costs for distances involved. Employer provides or pays outbound travel costs to same workers upon completion of the contract period or early dismissal, except where the worker has subsequent employment.

Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the first workday after the worker arrives at the place of employment and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order.

Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above.

Employer will provide without charge company-specific uniform and all tools, supplies and equipment necessary to perform duties assigned. If needed, employer intends to assist foreign and non-local U.S. workers hired pursuant to this job order to secure optional worker-paid lodging not to exceed reasonable fair market value cost based on number of occupants. Housing-related expenses are paid directly to facility owner/operator and are not payroll deducted.

JOB LOCATION:

104 S. Canyon Street West Yellowstone, MT 59758, 628 Madison Ave. West Yellowstone, MT 59758, 105 S. Electric Street West Yellowstone, MT 59758 and 107 Grizzly Ave West Yellowstone, MT 59758 in Gallatin county.

WAGE INFORMATION:

Wage rate is no less than \$12.32 per Hour. Overtime hours vary at: \$18.48 per Hour.

Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is bi-weekly. Workers are paid by check on Friday. The standard work schedule is from 8:00 AM until 3:30 PM, Monday through Friday.

Employer will offer 35 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours.

Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: The employer offers optional employee health insurance, savings and retirement plans to its workers; participation in any such plan is voluntary.

REFERRAL INSTRUCTIONS:

State Workforce Agencies (SWAs) may only refer for employment individuals who have been apprised of all the material terms and conditions of employment and who are qualified and will be available for employment. The actual employment offer is at the sole discretion of the employer. Referrals will be accepted from the SWAs, directly from applicants, or from other sources. Applicants must possess documentation required to enable the employer to comply with the employment verification requirements of IRCA.

To apply, fax resume to Kelly Midwest Ventures Limited Partnership dba Kelly Inn/Clubhouse Inn/Yellowstone West Gate Hotel at (406) 646-9838 or apply at the job order holding office: Bozeman Job Service, 121 North Willson Bozeman, MT 59715, phone (406) 582-9200.