



**UTAH DEPARTMENT OF WORKFORCE SERVICES  
TRANSCRIPT FOR JOB ORDER 2974524**

**Emp Counselor:** Kim-Ngan Lam  
**Office (EC):** Adm. Employment

**Printed By:** Kim-Ngan Lam  
**Job Order Taken:** 09/24/21

**EMPLOYER INFORMATION**

HOTEL PARK CITY

**Phones:** (801)526-4360

**Fax:**

**FEIN:** [REDACTED]

**UI ID:** [REDACTED]

**FCJL:** No

**Employer Contact:** Kim-Ngan Lam

**Searches:** 0

**Scratch Pads:**

**Hires:**

**JOB TITLE & JOB DESCRIPTION**

Housekeeper (Temporary)

Hotel Park City is located in Park City, Utah, which is located in Summit County. Temporary Need: 12/22/21-09/30/22. Six (6) full-time, temporary Housekeepers.

Job duties: Cleans hotel guest rooms to include but not limited to;  
Cleaning and sanitizing of bathroom / shower area and surrounding amenities.  
Cleaning and sanitizing of kitchen area and surrounding amenities/ appliances.  
Replacement of bed linens as required with clean, proper handling of soiled linen.  
Cleaning of other surrounding room areas, including removal of trash, dusting, and vacuum of room,  
Restocking of supplies (coffee, tea, shampoo, soap etc as require).  
Must clean rooms as assigned, following operating procedures as outlined.  
Must be able to work a varying schedule of work days based on business levels that may include weekends and holidays.

Will be required to clean and work following the hotel's safety standards and cleanliness guidelines. Work requires long periods of standing, walking, and repetitive motion in cleaning. Must be able to push /pull 35 pounds. Good multitasking and attention to detail is preferred. May be required to complete other cleaning tasks at hotel as assigned by management. Training and cleaning supplies/ tools are provided. No education/experience required.

Job site location: 2001 Park Avenue, Park City, Utah 80460.

Wage is \$15.36/hour. Employer offered benefits. Hours: 8:00am - 4:30pm. Pay periods are dates; 1st-15th / 16th-30th, pay dates are 5th and 20th of month. Hotel Park City will use a single workweek as standard for computing wages due. Overtime is paid when 40 or more hours are worked in the work week Sunday thru Saturday. Overtime is paid at employee's hourly rate of \$15.36/hr multiplied by 1.5 = \$23.04/hr. Public holidays when worked, are paid at employee's hourly rate of \$15.36/hr multiplied by 1.5 = \$23.04/hr.

All applicable payroll deductions required by law will be applied by Hotel Park City - additional payroll deductions will only be made at the request and permission of the employee; namely enrollment in health insurance plans.

Hotel Park City will fund all applicable fees required by US law. Hotel Park City will provide or reimburse the worker for transportation and subsistence from the place from which the worker has come to work, if the worker completes 50 percent of the period of employment covered by the job order. Hotel Park City will provide outbound transportation and subsistence to workers who work until the end of the job order or who are dismissed for any reason before the end of the job order. Inbound/Outbound Transportation and Subsistence is \$13.17/day, maximum \$55/day with receipts.

Employee will be required to find own transportation to and from worksite after employment begins. Employee will be required to provide own housing and expenses after employment begins.

Employee will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees).

Hotel Park City will provide workers at no charge all tools, supplies, and equipment required to perform the job. This job is in connection with a future H-2B Foreign Labor Certification application.



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TRANSCRIPT FOR JOB ORDER 2974524**

How to Apply: The current recruitment is intended for U.S. workers only. Interested U.S. applicant may submit resume to the Department of Workforce Services, Attn: Kim Lam, reference JOB #2974524, FAX# (801)526-9633, or via email: [foreignlabor@utah.gov](mailto:foreignlabor@utah.gov). Or, Onsite at: 2001 Park Avenue, Park City Utah 84060, E-mail: [Jmurphy@hotelparkcity.com](mailto:Jmurphy@hotelparkcity.com).

**WORKSITE LOCATIONS**

2001 PARK AVE

**Status:** H

PARK CITY, UT 84068

**Last Update:** 09/24/21

**Open Dt:** 09/24/21 **Close Dt:** 11/30/21

**Openings:** 6

**# To Refer:** 9999

**Num Referred:**

**JOB DETAILS**

**Salary:** 15.36 - per Hour

**Age:** -

**Hours:**

**Degree:**

**Duration:** Over 150 Days

**Affirmative Action:** No

**REFERRAL INSTRUCTIONS**

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State of Utah  
Department of Workforce Services  
**FOREIGN LABOR CERTIFICATION - JOB ORDER FORM**  
**Four Ways to Submit a Job Order**

- E-mail: [postajob@utah.gov](mailto:postajob@utah.gov) (Please reference FLC in the subject line.)
- FAX: 1-801-526-9633
- Phone: 1-888-920-WORK (9675) **REC'D 10/01/21--KL**
- Mail: Department of Workforce Services  
Foreign Labor Certification  
PO Box 45249  
SLC, UT 84145-0249

♦ **EMPLOYER INFORMATION:**

Company Name: Hotel Park City Contact Name: James Murphy  
Street Address: 2001 Park Avenue  
City: Park City State: UT Zip Code: 84060  
Phone #: (435)940-5060 Fax #: ( ) -  
Email Address: Jmurphy@hotelparkcity.com Federal ID# (FEIN): [REDACTED]  
Job Site Location: 2001 Park Avenue - Park City, Utah 80460

♦ **Job Title:** Housekeeper **Number of Openings:** 6

♦ **Job Description** (Tasks, duties, responsibilities): Cleans hotel guest rooms to include but not limited to;

- Cleaning and sanitizing of bathroom / shower area and surrounding amenities.
- Cleaning and sanitizing of kitchen area and surrounding amenities/ appliances.
- Replacement of bed linens as required with clean, proper handling of soiled linen.
- Cleaning of other surrounding room areas, including removal of trash, dusting, and vacuum of room,
- Restocking of supplies (coffee, tea, shampoo, soap etc as required
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  - Overtime is paid when 40 or more hours are worked in the work week Sunday thru Saturday. Overtime is paid at employee's hourly rate of \$15.36hr multiplied by 1.5 = \$23.04hr
  - Public holidays when worked, are paid at employee's hourly rate of \$15.36hr multiplied by 1.5 = \$23.04hr

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- Employee will be required to find own transportation to and from worksite after employment begins.
- Employee will be required to provide own housing and expenses after employment begins.

Provision of Tools, Supplies, and Equipment: Hotel Park City will provide workers at no charge all tools, supplies, and equipment required to perform the job.

♦ **Job Details:**    ☒ H-2B / ☐ PERM

Salary:    From \$15.36    To \$15.36    (☒ Hourly/☐ Monthly/☐ Yearly)    Benefits:    ☒ Yes / ☐ No

Hours:    From 8:00 (☒ am/☐ pm)    To 4:30 (☐ am/☒ pm)

Shifts (Check all that apply):    ☒ Day / ☐ Swing / ☐ Graveyard / ☐ Rotating

Work:    ☒ Full-Time / ☐ Part-Time / ☐ Seasonal / ☒ Temporary

Days Off:    ☐ Sat / ☐ Sun / ☐ Mon / ☐ Tues / ☐ Wed / ☐ Thurs / ☐ Fri

Dates Of Need / Closing Date:    From 12/22/2021    To 9/30/2022

Referral Instructions (How would you like applicants to apply?): Onsite at: 2001 Park Avenue, Park City Utah 84060  
or resumes can be emailed to: Jmurphy@hotelparkcity.com

♦ **Job Requirements:** (Must be bona fide qualifications required to perform the job.)

Experience:    \_\_\_\_\_ (☐ Years / ☒ Months)    Age:    \_\_\_\_\_ To \_\_\_\_\_    Lifting (lbs.): 35.

Vehicle Required?    ☐ Yes / ☒ No    Driver's License?    ☐ Yes / ☒ No    License Type:    ☐ A / ☐ B / ☐ C / ☐ D

Endorsements:    ☐ H / ☐ M / ☐ N / ☐ P / ☐ S / ☐ T / ☐ X / ☐ Z

Education:    ☒ None / ☐ GED / ☐ HS / ☐ AA/AS / ☐ BA/BS / ☐ MA/MS / ☐ PhD / ☐ Certified or Licensed: \_\_\_\_\_

Computer Skills / Knowledge:    None required

Special Machinery / Tools / Knowledge:    Tools and training provided.

***Equal Opportunity Employer Program***

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162