



# EMPLOYMENT OFFER FORM (EOF)

International YMCA

We build strong kids,  
strong families,  
strong communities.

Employer completes section 1. Participant completes section 2.

Please type or print neatly!!

## Participant's Name:

### 1. Employer Section

Company Information

Company Name: Royco Hotels / Super 8

DBA:

Address: 309 N. 5<sup>th</sup> Street

Tax ID:

City, State, Zip Code: Norfolk, NE 68701

Web Site: www.roycohotel.com

Name of Supervisor: Shirley Gribb

Title: Director of Training Development

Business Telephone: 403-253-2050

Fax: 403-255-3041

Mobile Telephone: 403-708-6413

E-mail: sgribb@roycohotels.com

Employment Site: Super 8 Motel

Address, City, State, Zip Code: 3730 Vine Street, Hays, Kansas 67601

Employed from: \_\_\_\_\_ to \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Job Title: Front Desk Agent \*\*\*

Job duties: See Job Descriptions Attached.

\*\*Cross trained to Night Audit\*\*

Contact Name: CONNIE SCHMIDT

Telephone: 785-625-8048

Wage per hour: 7.25 # of hours per week: 32-40\*

End of season bonus? Yes/No If yes, amount?

\*Additional hours available, on Night Audit (higher rate)

Accommodations provided? Yes/No  No Cost of accommodations per month/week: 250-300/mo Amount of deposit: unknown

Accommodations shared? Yes/No Number of student per room: TO BE DETERMINED Other fees/expenses (linens, utensils, etc.):

House/apartment owned by: \_\_\_\_\_ Relationship to company: \_\_\_\_\_

If accommodations not provided, company will assist by: Hotel accommodation on site for 2 weeks.

Is transportation to and from work provided?  Yes/No If no, describe options:

Manager to assist with transportation

I certify that I am an employee of the above named company and am authorized to complete this document. I certify that the participant named above has been offered a temporary position with our company, that compensation is at the prevailing wage, and that all information is true. I understand that YMCA Summer Work & Travel participants may begin working and may be paid for their work upon providing a receipt that they have applied for a SSN and that a SSN is not required to begin working or to be paid. I agree to notify the YMCA if the participant changes the employment site, is terminated, or leaves employment before the agreed upon date.

Name: Shirley Gribb

Title: Dir. Training Development Telephone: 403-708-6413  
403-253-2050

Signature:

E-Mail: sgribb@roycohotels.com Date form completed:

### 2. Participant Section

Signature

I understand that this job is not firm and may be revoked for reasons sufficient to the Employer at any time before or after I start working. I agree to work no more than four months (120 days) in total. I understand that this job can be terminated at any time by myself (with two weeks notice provided to my supervisor) or by the Employer (for any legally permissible reason). I understand that my hours of work, duties and responsibilities may change at the sole discretion of the Employer in accordance with US law.

Name:

E-mail:

Signature:

Date:

### **Uniform/Dress Code Requirements**

Do students need to purchase specific clothes or footwear? **See below**

**Details: One Light Blue Smock and One pair of Navy Blue Cotton Pants are provided at no cost. Comfortable Closed toe shoes are required but can be brought with them if they choose. .**

### **Housing**

Is housing provided? **NO**

**Note: Royco is prepared to provide 2 weeks of housing in the hotel property either upon arrival or prior to return (at no cost) if necessary to coincide with the monthly rental dates. We can assist to accommodate the best arrangements once we know the actual dates.**

Cost of accommodations: **Approximately \$250.00 - 300.00 per month**

Housing Deposit: **Unknown at this time** Cost: \$

Use the space below to describe the housing, including what is the assistance in the housing search, type of housing, number of persons per room, cooking facilities, proximity to job site, conditions of deposit refund, etc.:

**We will make every effort to find available shared housing alternatives for the students prior to arrival. General Manager will assist to coordinate housing and sourcing inexpensive household items as required. Details will be provided during communication with students while coordinating their travel dates and arrival arrangement.**

Use this space below for any **Additional Comments:**

**There is a transit service available at minimal cost.**

**The General Manager will assist with the daily transportation needs.**

**\* There will be additional hours at a higher hourly rate with an expectation of cross training and work on Night Audit shifts.**

**We would of course ensure our requirements are the first priority but if feasible and the students desire to find additional employment hours the General Manager will assist to locate opportunities and will give them written permission to take on part-time hours with an alternative location/employer.**

# Y Summer Work & Travel

## Participant Request

### Company Information

Company Royco Hotels / Super 8  
 Address 309 N. 5th Street  
 City Norfolk State NE  
 Telephone 408-371-8520 Fax 408-371-5783  
 URL  
 EIN

### Company Contact

Name Shirley Gibb  
 Title Dir. Training Development  
 Direct Telephone 403-253-2050  
 Cell 403-708-6413  
 E-mail sgibb@roycohotels.com

### Workplace Location

If the SWT participant's workplace is at a different location, include information here.  
 Address 3730 Vine Street  
 City Hays State KS ZIP 67601  
 Telephone 785-625-8048 Fax 785-625-4392  
 Contact Name Connie Schmidt  
 Title General Manager  
 Telephone 785-625-8048

### Company Activities

Describe the company's activities. Provide information about number of employees, company size, etc. Attach promotional materials.  
15-20 employees at property

### Accommodations

Accommodation provided? Y  N  Two Weeks  
 House  Apartment  Other   
 Rate Per week: Deposit required  
 Utilities included? Y  N   
 Shared with others: TO BE DETERMINED  
 Male Only  Females Only  Co-ed   
 Furnished? Y  N   
 If accommodation not provided, describe assistance provided.  
Aid in contacting and locating available accommodations following the two week provided accommodations

### Transportation

Is transportation to the work provided?  
 Y  N  Not applicable; On-site   
 If transportation not provided, to get to work participant must:  
 Is public transportation available? Y  N   
 Cars available to participants? Y  N   
 Bicycles available to participants? Y  N  as required  
 Describe any other transportation options  
bicycling is an option in this area - small town

### Experience with International Staff

Years company has employed international staff: 2 Years  
 Has company ever employed international staff sponsored by the YMCA? Y  N  Not Sure   
 Describe supervision provided  

- Dependant on communication and work skills
- Monitoring and mentoring assumed

 Describe cultural and free-time activities available to international staff  

- Sterberg Museum of National History
- Hays State University

 Describe how international staff contribute to company  

- assisting in housekeeping and laundry
- promotes diversity and expands cultural understandings

**General Participant Requests/Information**

Male Female Total: ONE (1) Drivers License Y  N

Prefer Participants from (list countries): Australia

Other requirements (English, experiences, etc.) Other certification/skills/experience required?  
Very Good- Excellent English Skills, customer service experience an asset, some mathematical ability an asset

**Available Position 1**

**Position Title:** FRONT DESK AGENT(\*\*Night Auditor)  
**Responsibilities:** See Job description attached. Note\*\*: Will be cross trained and expected to work additional hours on Night Audit shifts (job description attached) at higher hourly rate. Some basic mathematical skills beneficial.

**Hours/Week:** 32-40 \*\* **Rate:** \$7.25 **Overtime hrs/wk:** N/A **Rate**  
\*\* Additional hours available on Night Audit shifts (higher rate)

**End of Season Bonus:** Y  N  **Amount:** /  
**Preferred Start Date:** As soon as possible **Latest Start Date:** flexible

**Preferred End Date:** 12 months from start date **Earliest End Date:** 9 months from start date (negotiable)

**Available Position 2**

**Position Title:**  
**Responsibilities:**

**Hours/Week:** **Rate:** **Overtime hrs/wk:** **Rate**

**End of Season Bonus:** Y  N  **Amount:**  
**Preferred Start Date:** **Latest Start Date:**

**Preferred End Date:** **Earliest End Date:**

**Professional Affiliations**

List any professional affiliation or memberships your company has, such as trade groups or chambers of commerce  
Hays Chamber of Commerce  
Hays Convention and Visitors Bureau

**References**

Name  
Title  
Company  
Relationship  
Telephone  
E-mail

Name  
Title  
Company  
Relationship  
Telephone  
E-mail

Attach any materials you may distribute to international staff, training documents or other helpful information. Positions, pay rates, employment dates and other employment details are for informational purposes only. Actual information will appear in a written agreement/contract between the employer and the Summer Work & Travel participant. If you have any questions, please feel free to give us an email or call... thank you for your time!!

Completed by Shirley Lebb Telephone 403-253-5050 Date Aug 6/08

Mail this form to: International YMCA, Attn: IES/SWT, 5 West 63rd Street, 2nd Floor, New York, NY 10023; or fax to: 212-727-8814 attn: CHAD or e-mail to: chiu@ymcanyc.org

## DESCRIPTION

**JOB TITLE:** Housekeeper – RHE Holdings #2, Inc.  
**EXEMPT POSTION:** No  
**REPORTS TO:** General Manager\*, Head Housekeeper\*  
(\*delete as appropriate to property)

---

### Scope & General Purpose

Cleans and maintains hotel property according to management company and brand standards and specifications, observing safe working practices.

### Essential Functions

1. Reports to work on time as per schedule. Well groomed; name badge and proper uniform or appropriate attire as defined by company/brand policy
2. Practices customer service behaviors i.e. listening, initiative, responsiveness, cheerfulness, accommodation, courtesy, honesty and professionalism
3. Demonstrates positive team spirit providing assistance to other team members as necessary to achieve required standards of productivity & guest care
4. Makes decisions in the best interest of the property and in compliance with all applicable policies and procedures
5. Strips rooms and takes soiled linens/terry to laundry
6. Makes beds as per brand standard
7. Cleans all guest rooms assigned to company and brand standards
8. Stocks guest rooms as per brand standard
9. Carries out deep cleaning activities as assigned
10. Organizes and stocks supplies on housekeeping cart and caddy
11. Checks and cleans vacuum
12. Checks for proper operation: TV, clock radio, lamps, windows, locks, peep hole, SVI system, telephone, etc.
13. Cleans hallways, stairs, and other common areas as assigned
14. Assists in laundry as required
15. Makes up roll-aways and cribs and stores in closet
16. Maintains organization in storage closets as directed
17. Touches up paint scratches found anywhere on the property
18. Tightens screws on electrical face plates, door and faucet knobs, stools, etc. as needed
19. Reports inventory shortages to the Head Housekeeper or General Manager
20. Empties trash at the end of the day into the exterior trash dumpster
21. Picks up litter in the parking lot and public areas as directed
22. Cleans outside trash containers and newspaper racks
23. Controls costs by properly using departmental supplies, water, and electricity
24. Maintains labor efficiency (Minutes Per Occupied Room) as directed by General Manager or Head Housekeeper, with high quality
25. Follows key control and security procedures
26. Understands and uses applicable brand and management company's standard operating procedures
27. Knows the hours of operation of the hotel facilities and is aware of/promotes amenities
28. Ensures safe use of chemicals and equipment in accordance with Material Safety Data Sheets (MSDS) and manufacturers' instructions
29. Knows how to use/is able to assist in the use of, equipment for the disabled
30. Knows all emergency procedures (fire, severe weather, bomb threats, guest accident/illness, etc.)

31. Turns in all lost and found items, tags and stores as directed by management
32. Practices safe work habits and uses protective equipment where appropriate
33. Reports all guest complaints to direct supervisor
34. Reports items/areas needing maintenance as per property policy
35. Reports immediately to direct supervisor all unlawful or suspicious activities
36. Attends and participates in staff meetings, safety meetings, training classes, etc.
37. Abides by all rules and regulations of the company and brand
38. Promotes brand at all times
39. Keeps all Company business confidential (on and off duty)
40. Performs other such tasks as may be assigned or authorized by the direct supervisor or General Manager
41. Ensures accurate and timely completion of reports as applicable to position

**Qualification requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or experience

- No formal education
- No prior experience is required

B. Language skills:

Ability to communicate in basic English as follows:

- Understand basic verbal instructions
- Read basic words/symbols/numbers
- Speak simple sentences to communicate with supervisor, guests, co-workers
- Write basic English to identify maintenance issues/complete room report

C. Math Skills:

- Not required

D. Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to stoop, bend, crouch, crawl, kneel, stand, walk and stretch. Requires hand and eye coordination and manual dexterity. Requires the mobility to climb stairs and frequently lift and/or move objects weighing up to 50lbs.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

E. Computer skills: Not required

F. Supervisory responsibilities – List the titles of positions supervised:  
None

G. Financial responsibilities – List monetary/accounting responsibilities applicable to this position:  
Responsibility for handing in all items left in guestrooms (properly tagged).

H. Work environment – the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent exposure to chemical fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to blood borne pathogens
- Noise level is usually quiet
- Outside work – fluctuating temperatures

**I have read and understand the functions of the job description for my position and am willing and able to perform all functions of this position with or without reasonable accommodations. I understand that certain items in the job description may not be applicable to all properties. I understand that it is my responsibility to advise my employer and provide appropriate medical documentation as required to support a request for reasonable accommodations to enable satisfactory completion of essential job functions. I understand that this job description is not an employment contract, implied or otherwise, and the employment relationship is at-will. I further understand that I have an obligation to take advantage of the complaint reporting procedure and to report any unwelcome sexual or other unlawful harassment in accordance with the Unlawful Harassment Policy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (mm/dd/yy)

**The company reserves the right to modify, interpret, or apply this job description in the company's sole discretion.**

**\* I have explained the requirements contained in this job description to the employee and he/she has indicated that they are willing to comply (\*delete if not required)**

\_\_\_\_\_  
Interpreter's Signature

\_\_\_\_\_  
Date (mm/dd/yy)

- Copy to employee
- Copy to employee file

## JOB DESCRIPTION

**JOB TITLE:** Laundry Attendant – RHE Holdings #2, Inc.

**EXEMPT POSITION:** No

**REPORTS TO:** General Manager\*, Head Housekeeper\*  
(\*delete as appropriate to the property)

---

### **Scope & General Purpose**

Ensures safe and efficient operation of the laundry with proper cleaning and care of laundry items and laundry equipment.

### **Essential Functions**

1. Reports to work on time as per schedule. Well groomed; name badge and proper uniform or appropriate attire as defined by company/brand policy
2. Practices customer service behaviors i.e. listening, initiative, responsiveness, cheerfulness, accommodation, courtesy, honesty and professionalism
3. Demonstrates positive team spirit providing assistance to other team members as necessary to achieve required standards of productivity and guest care
4. Makes decisions in the best interest of the property and in compliance with all applicable policies and procedures
5. Separates linens from terry, shakes to expose any personal property left by guests
6. Loads/programs washers and dryers to achieve cost effective and proper cleaning/drying of items in accordance with manufacturers' instructions
7. Assists in stripping/picking up linen from rooms/delivery of linen to rooms as requested
8. Soaks terry/linen to remove stains prior to washing as required
9. Checks terry/linen daily for wear and tear. Repairs/utilizes/discards worn items as directed
10. Folds linens and towels as directed, ensuring free of wrinkles, frayed edges, stains, and hair
11. Cleans bedspreads, blankets, shower curtains
12. Cleans lint from dryer daily as instructed and checks for lint under dryer drum with additional cleaning of equipment as required to prevent fire/safety hazard
13. Keeps laundry area clean, organized and secure
14. Empties laundry room trash at shift end and places in dumpster
15. Assists in housekeeping as directed
16. Cleans and maintains employee restrooms
17. Picks up litter in the parking lot and public areas as directed
18. Controls costs by properly using departmental supplies, water and electricity
19. Maintains labor efficiency (Minutes Per Occupied Room) as instructed, with high quality
20. Follows key control and security procedures
21. Understands and uses applicable brand and management company's standard operating procedures
22. Knows the hours of operation of the hotel facilities and is aware of/promotes amenities
23. Ensures safe use of chemicals and equipment in accordance with Material Safety Data Sheets (MSDS) and manufacturers' instructions
24. Knows how to use/is able to assist in the use of, equipment for the disabled
25. Knows all emergency procedures (fire, severe weather, bomb threats, guest accident/illness, etc.)
26. Turns in all lost and found items, tags and stores as directed by management
27. Practices safe work habits and uses protective equipment where appropriate
28. Reports all guest complaints to direct supervisor
29. Reports items/areas needing maintenance as per property policy

30. Reports immediately to direct supervisor all unlawful or suspicious activities
31. Attends and participates in staff meetings, safety meetings, training classes, etc.
32. Abides by all rules and regulations of the company and brand
33. Promotes brand at all times
34. Keeps all Company business confidential (on and off duty)
35. Performs other such tasks as may be assigned or authorized by the direct supervisor or General Manager
36. Ensures accurate & timely completion of reports as applicable to position

**Qualification requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Education and/or experience
  - No formal education
  - No prior experience is required
  
- B. Language skills:

Ability to communicate in basic English as follows:

  - Understand basic verbal instructions
  - Read basic words/symbols/numbers
  - Speak simple sentences to communicate with supervisor, guests, co-workers
  - Write basic English to identify maintenance issues/complete room report
  
- C. Math Skills:
  - Ability to count linen and program machines appropriate to load size/item(s)
  
- D. Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to stoop, bend, crouch, crawl, kneel, stand, walk and stretch. Requires hand and eye coordination and manual dexterity. Requires the mobility to climb stairs and frequently and frequently lift and/or move objects weighing up to 50lbs.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
  
- E. Computer skills – not required
  
- F. Supervisory responsibilities – List the titles of positions supervised:

None
  
- G. Financial responsibilities – List monetary/accounting responsibilities applicable to this position:

Responsibility for handing in all items left in guestrooms or found in laundry (properly tagged).

H. Work environment – the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent exposure to chemical fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to blood borne pathogens
- Noise level is usually quiet

**I have read and understand the functions of the job description for my position and am willing and able to perform all functions of this position with or without reasonable accommodations. I understand that certain items in the job description may not be applicable to all properties. I understand that it is my responsibility to advise my employer and provide appropriate medical documentation as required to support a request for reasonable accommodations to enable satisfactory completion of essential job functions. I understand that this job description is not an employment contract, implied or otherwise, and the employment relationship is at-will. I further understand that I have an obligation to take advantage of the complaint reporting procedure and to report any unwelcome sexual or other unlawful harassment in accordance with the Unlawful Harassment Policy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (mm/dd/yy)

**The company reserves the right to modify, interpret, or apply this job description in the company's sole discretion.**

**\* I have explained the requirements contained in this job description to the employee and he/she has indicated that they are willing to comply. (\*delete if not required)**

\_\_\_\_\_  
Interpreter's Signature

\_\_\_\_\_  
Date (mm/dd/yy)

- Copy to employee
- Copy to employee file