




Janus International Hospitality Student Exchange



US State Department Designated J-1 Sponsor Agency

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Tel: 1-804-589-1924; Fax: 1-804-589-1949

JOB DESCRIPTION: XANTERRA PARKS MT. RUSHMORE LOCATION: KEYSTONE, SOUTH DAKOTA

EMPLOYER INFORMATION	
EMPLOYER	<ul style="list-style-type: none"> • XANTERRA MT. RUSHMORE, KEYSTONE, SOUTH DAKOTA • 13000 SD Hwy 244 Bldg 81, Keystone, SD 57751 • www.mtrushmorenationalmemorial.com
JOB TITLE	<ul style="list-style-type: none"> • Retail Associate • Parking Attendant
JOB DESCRIPTION 	<p>Retail Associate: Obtains or receives merchandise, totals bill, accepts payment, and makes change for customers in retail store by performing the following duties: Other duties may be assigned. Stock shelves, counters, or tables with merchandise. Displays merchandise, suggests selections that meet customer's needs, and emphasizes selling points of article such as quality and utility. Demonstrate use of merchandise. Answer customer's questions concerning location, price, and use of merchandise. Prepare sales on register. Receive payment or obtain credit authorization. Wrap or bag merchandise for customers. Places new merchandise on display. Remove and record amounts of cash in register at end of shift. Takes inventory of stock. Requisitions merchandise from stockroom. Examines defective article returned by customer to determine if refund or replacement should be made. Greets customer on sales floor and determines make, type, and quality of merchandise desired. Read and understand: the Retail Associate Job Description</p> <p>Parking Attendant: Obtains or receives payment, totals bill, accepts payment, and makes change for visitors at Parking Structure by performing the following duties. Other duties may be assigned. Count "cash bank" at beginning of shift to ensure starting total is correct. Collect cash, credit card and or validation payments and maintain security of items collected. Make change and issues receipts for each transaction. Operated fee computer or cash register (manually or by machine) that calculates fee or transaction due. Request balance due for parking services for which money is received from customer. Maintain cleanliness of booth and grounds and perform housekeeping duties as assigned. Properly assemble funds deposit at end of shift and deposit in drop safe. Employees may be required to direct traffic within the parking facility. Act as a crossing guard at the pedestrian walkway between the parking facility and the memorial. Read and understand: the Parking Attendant Job Description</p> <ul style="list-style-type: none"> • Students to expect to be flexible on working various positions. • Cell phone usage while working is not allowed!
ENGLISH LEVEL	<ul style="list-style-type: none"> • Intermediate - Fluent
EMPLOYMENT POSITION INFORMATION	
WORK DATES	<ul style="list-style-type: none"> • Retail Associate: Arrival Dates: June 10, 11, or 12 for pick up the employer (Mon-Wed) • Parking Lot Attendant: Arrival Dates: June 10, 11, or 12 and/or June 17, 18, 19 for pick up the employer (Mon-Wed) • Earliest Work End Date: September 10th • Latest Work End Date: September 24th
HOURLY RATE PAY	<ul style="list-style-type: none"> • \$10.60 per reg. hour. Overtime rate: the employer does not intend to schedule overtime, but if a student works over 48 hours a week the OT pay rate is \$15.9/HR
AVERAGE # OF HOURS	<ul style="list-style-type: none"> • 32 hours average for the whole program (not guaranteed) per week (After orientation, training & achievement of satisfactory performance). Some students work a lot of hours during the busy weeks, which depends on the student's performance and work ethic
PAYCHECK FREQUENCY	<ul style="list-style-type: none"> • Paychecks paid bi-weekly
MEAL DISCOUNT	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Yes (meals provided at employee cafeteria) <input type="checkbox"/> No

TRANSPORTATION TO WORK	<ul style="list-style-type: none"> The employer is providing transportation assistance with employee shuttle
UNIFORM REQUIREMENTS	<ul style="list-style-type: none"> Uniform is provided. No charge if returned. Please bring the following items with you: 1. Nice Black slack pants (no jeans, no yoga, no leggings pants can't be form fit) 2. Tuck in shirts 3. Comfortable shoes with no open-toes 4. Black or brown belt 5. Khaki pants
GROOMING CODE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Yes. Facial hair for men should be clean-shaven and hair above collar length. Good personal hygiene is a must, including a daily shower and bath and use of deodorant. No visible tattoos or facial piercing during work. The supervisor must approve smoking and cigarette breaks
REASONABLE EXPECTATION	<ul style="list-style-type: none"> Much depends on the economic conditions in the U.S. during your employment here. We can make no guarantee of overtime or the availability of second (part-time) jobs. If you find a part-time job, please make sure that you prioritize your obligation to your primary employer. J-1 Participants are not allowed to get a part-time/new job without sponsor's approval and vetting
HOUSING INFORMATION	
HOUSING ADDRESS	<ul style="list-style-type: none"> 13058 Hwy 244, Keystone, SD, 57751
COST OF HOUSING	<ul style="list-style-type: none"> \$14.00+ tax per day per student for housing and meals while at work
HOUSING COLLECTION	<ul style="list-style-type: none"> Payroll Deduction
HOUSING DEPOSIT	<ul style="list-style-type: none"> \$100 upon on arrival
LAST PAYCHECK/HOUSING DEPOSIT REFUND	<ul style="list-style-type: none"> Upon a satisfactory check out of employee's room, final paycheck will be issued with or without a room cleaning charge
HOUSING FEATURES	<ul style="list-style-type: none"> Dormitory type of housing with 2 to 4 students in 1 room
HOUSING AMENITIES *Some of the housing amenities may no longer be available upon your arrival.	<ul style="list-style-type: none"> Bed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Closet: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Lounge room inside the facility: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Public kitchen inside the facility: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Shared Bathroom: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Public Internet access: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SOCIAL SECURITY INFORMATION	
SOCIAL SECURITY OFFICE	<ul style="list-style-type: none"> RAPID CITY, SD 57701
HOW AND WHEN TO APPLY FOR SOCIAL SECURITY	<ul style="list-style-type: none"> The Social Security Administration suggests that you wait 10 days after arrival to apply. Employers provide assistance in applying for Social Security Number. It usually takes 2-4 weeks before the Social Security Cards arrive
SOCIAL SECURITY WEBSITE	<ul style="list-style-type: none"> www.ssa.gov
AREA INFORMATION	
AVERAGE TEMPERATURE	<ul style="list-style-type: none"> Spring – Summer temperature from the 30s to 80s F (0 - 30s C) www.weather.com
WHAT TO WEAR	<ul style="list-style-type: none"> Clothing for mild weather: comfortable shoes, pants, shorts, sweaters, rain jacket, some clothing for cold South Dakota nights – hats, gloves, hoodie
INFORMATION WEBSITE	<ul style="list-style-type: none"> Job sites: www.janus-international.com, www.mtrushmorenationalmemorial.com Visitor sites: www.mtrushmorememorial.com
NEAREST CITY	<ul style="list-style-type: none"> Keystone, SD – 1 mile Hill City, SD – 5 miles Rapid City, SD - 30 miles
NEAREST AIRPORT	<ul style="list-style-type: none"> Rapid City Airport (RAP) Students need to arrange with agreeable dates for Xanterra company shuttle to pick students at the airport. Pick up is available on Monday – Wednesday only between 9am-5pm. Must contact Xanterra Mt. Rushmore manager prior to your flight to Rapid City Airport. Employer's e-mail and phone number on your Job Offer. Otherwise, pay taxi fare for the trip from Rapid City Regional Airport. Fees are based on distance and occupancy
XANTERRA MT. RUSHMORE WEEKLY TRIP DETAILS	<ul style="list-style-type: none"> Rapid City stores for personal needs: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Bank: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Rapid City, SD) Various local attractions: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

	<ul style="list-style-type: none"> • Walmart: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO • Crazy Horse, Custer State Park, Badlands, Spearfish Canyon, Fort Hayes Chuckwagon, Reptile Gardens, Bear Country Custer State Park: <input checked="" type="checkbox"/> YES (discount passes available) <input type="checkbox"/> NO
<p>AREA FACTS</p> 	<ul style="list-style-type: none"> • From www.mtrushmorenationalmemorial.com: • There is more than gold in the Black Hills of South Dakota. Above dense forests and pristine streams, the Mount Rushmore National Memorial represents a national treasure • Symbolizing the ideals of freedom and democracy, it is a tribute to four presidents: George Washington, Thomas Jefferson, Theodore Roosevelt and Abraham Lincoln and their invaluable contributions to the United States. Mount Rushmore National Memorial represents not only the past, but also a promise for the future. It is a place surrounded by American history, where the names of Gutzon Borglum and Crazy Horse are still heard; where the buffalo once again run free in Custer State Park and the vision of the Keystone miners still cast a dim shadow on long deserted claims
<p>ADDITIONAL INFORMATION</p> 	<ul style="list-style-type: none"> • Your job may not be available if you arrive late. When you obtain your travel itinerary, please email it to Janus International at student@janus-international.com. Please note that you are responsible for verifying your university schedule prior to your travel arrangements. You must obtain approval from Janus International and/or your employer of any changes in your Job Start or Job Ending dates prior to your arrival in the U.S. If your employer is unable to accept that change, they have the right to cancel your Job Agreement. After your arrival in the U.S., any unauthorized employment transfer may result in program cancellation • All information is current as of today (October 2018), some changes may apply





STUDENTS HOUSING IMAGES:



