

Job Description Document

SPONSOR INFORMATION

Sponsor Name	Intrax Work Travel
Email	info@intraxinc.com
Phone	+1 (888) 224-0450
Fax	+1 (415) 434-5430

POSITION OPPORTUNITY INFORMATION

Job Title	Ritz Carlton Hotel Worker
Job Description	<p>Your position will be assigned to you by the Ritz Carlton based on a Mandatory interview that you must participate in order to be selected. You must also submit a resume/cv for Host Company review and consideration.</p> <p>Food and Beverage: Server - Take food and beverage orders, retrieve and serve alcoholic/non-alcoholic beverages and food orders to guest tables according to hotel specifications, courteously and efficiently. Collect payments. Assist in the maintenance of the restaurant area and equipment. Server Attendant - Assist Server in providing quality food and beverage service to guests, according to hotel specifications, courteously and efficiently. Maintain cleanliness of tables, service areas and equipment. Stock all wares and equipment needed for service. Food Runner – Assist Server and Server Attendant in delivering food to guest tables according to hotel specifications, courteously and efficiently. Maintain cleanliness of service areas and equipment. Stock all wares and equipment needed of service. Housekeeping: Clean and maintain all corridors, vending areas, elevators and landings and service areas on guest room floors, ensuring hotel's standards of cleanliness. Provide linen supplies for Room Attendants and stock floor closets. Deliver and retrieve items requested by guests and Floor Supervisor. Spa/Pool Attendants: Assist all guests at Pool facilities with towels, seating, equipment loans/rentals and requests courteously and efficiently, according to hotel standards. Maintain the cleanliness and organization of all supplies, equipment and work areas and ensure guest safety and enjoyment.</p>
Level of English Required	Advanced
Start Date	25 May 08 - 4 Jun 08
End Date	15 Sep 08 - 1 Oct 08
Gender Required	None
Day to report to Employer	Please arrive by June 4, 2008 at 8:00 AM . There is Mandatory Orientation that starts at 8:00 AM on June 4, 2008 that you must attend for three days.
Expected days from arrival before starting work	There will be a three day orientation. You will begin working shortly after you have completed orientation and any necessary training.
Estimated Average Hours over the course of the program	You should expect an average of 33 hours per week during the season. However, hours are dependent upon business levels and may vary.
Pay Rate Estimate	\$8.00 to \$10.00 per hour depending on position.
Estimated Tips	Tips at the Ritz Carlton depend on position.
Estimated Overtime	Overtime is possible, but not guaranteed.
Required Skills	<p>PARTICIPANTS MUST BE ABLE TO SPEAK AND UNDERSTAND ENGLISH CLEARLY. Essential qualifications set forth by employer:</p> <ul style="list-style-type: none"> - Ability to understand guests' service needs. - Ability to be well organized, maintain concentration and think clearly when providing service to guests within any given period of time. - Ability to focus attention on details. - Ability to follow directions thoroughly. - Ability to ensure abundant physical movements throughout the work area. - Ability to work cohesively with co-workers as part of a team.
Expected Schedule	There are several shifts available each day. You will usually be scheduled to work shifts in 8 hour increments. This may vary and extra hours will be required during busy weekend and holiday periods. You will be provided with a schedule when you arrive. Your first Pay Day will be June 19, 2008.

Drug Screening Policy	The Ritz-Carlton conducts pre-employment drug testing. You will be required to take a drug test before you begin working. Any participant who tests positive for illegal drugs will lose their job and will be immediately dismissed from the INTRAX Work Travel Program.
Possible 2nd Job	No The Ritz Carlton prefers that you only work at the Ritz Carlton and that you do not have a second job. There will be plenty of opportunity at the Ritz Carlton for working hours.
Additional application	You will be required to complete a Ritz Employment Agreement upon arrival.
Possibility for job change within company	It is possible that you will be asked to work in more than one department during the season. Please be flexible.
Meal discounts	Employees receive one free meal per 8 hour shift in the Employee Cafeteria.
Uniforms	Uniforms will be provided. Please bring black, non-slip, polish able shoes.
Dress code	Employees must wear a clean, authorized uniform at all times while at the hotel. This includes a company provided nametag.
Grooming code	High standards of grooming and personal hygiene should be observed at all times while at work and on property. A daily bath or shower, clean hair, and tooth brushing are a must. Fingernails must be clean, short, and well manicured. All employees are required to wear a clean, neatly pressed, authorized uniform while working. Males must be clean-shaven and wear their hair above the collar. Females with long hair must secure hair away from the face. No facial piercings or tattoos allowed.
<i>Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring enough money to support yourself until you are paid. Check with employer to find out your first pay date.</i>	

COMPANY INFORMATION

City	Dana Point
State	CA

SUGGESTED TRAVEL INFORMATION

Nearest International Airport	Los Angeles International Airport (LAX) 1 World Way, Los Angeles 310-646-5252 http://www.lawa.org/lax/welcomeLAX.cfm
Nearest Airport	John Wayne Airport 18601 Airport Way Santa Ana, CA 92707 (949) 252-5200 www.ocair.com
Transportation from Airport to Employer and/or Housing	Take ground shuttle to Metro bus system or Taxi service (travel time about 50-60 minutes from LAX to Laguna Cliffs Ritz Carlton) http://www.metro.net/default.asp
Nearest Bus Station	There is a Bus Station Located at LAX Airport.
Bus Information	http://www.greyhound.com
Nearest Train Station	None.
Train Information	http://www.amtrak.com

SOCIAL SECURITY INFORMATION

Nearest Social Security Office	SOCIAL SECURITY26051 ACERO ROADMISSION VIEJO, CA 92691 (800) 772-1213
How and When to Apply for the Social Security Card	Please wait to apply for your SS number until you arrive to your employer. During orientation your employer will provide you with specific instructions on when and how to apply for social security. It is possible that receipt of your SS card could be delayed up to 12 weeks due to new SS regulations. Please be prepared for this possibility. However, your employer is able to pay you before you receive your SS number and/or card.
Social Security website	http://www.ssa.gov

HOUSING

Housing Restrictions (yes/no)	No
Housing Restrictions	If housing restrictions apply, participants must remain in this housing to be employed by the employer identified in this document. Participants must remain employed by the employer identified in this document and remain in the Intrax Work/Travel Program to live in this housing. No exceptions will be granted unless agreed in writing in advance by Intrax Work/Travel.
Housing Information	<p>Housing is not provided by your employer however there are many housing options available upon arrival to assist you with securing housing for the duration of your program. The most convenient and comfortable option is as follows:</p> <p>Dana Point, CA – Housing Options: Ritz Carlton Laguna Niguel</p> <p>http://www.rent.com/?pse=1 http://www.move.com/apartments/dana-point_california/ http://www.mynewplace.com/city/apartment_rental-ca-dana_point http://orangecounty.craigslist.org/ http://www.ochousing.org/ http://www.ochousing.org/ http://www.househunt.com/a-orange.htm http://www.orangecounty.worldweb.com/Wheretostay/Hostels/ www.hostelworld.com http://www.hostelbookers.com/ http://www.apartmenthunterz.com/apartments/listings/Orange-County/ http://www.sublet.com/Area_Rentals/California-OrangeCounty/Orange_Rentals.asp</p> <p>Hostels:</p> <p>Hostelling International-America Youth Hostel 233 Avenida Granada San Clemente, CA (949) 492-2848</p> <p>Cheap Hotels:</p> <p>Dana Point Harbor Inn 25325 Dana Point Harbor Dr Dana Point, CA \$69 per room, per night</p> <p>Apartments:</p> <p>Pacific Point Apartments 2459 Corte Merlango San Clemente, CA (949) 498-4841</p> <p>*Apartment Complex Details: One bedroom: \$1,560 (\$600 deposit) Two bedrooms: \$1,860 (\$700 deposit) Three bedrooms: \$2,160 (\$800 deposit)</p> <ul style="list-style-type: none"> · Leases can occur from May – October with no additional lease fees. o Otherwise month-to-month is an additional \$100 per month. · PAX can contact Pacific Point Apartments up to 60 days before arrival for summer lease options · PAX can receive student discounts on furnished apartments (beds and living furniture) if mention they are International Students with Intrax · Prices will range based on size of apartment, and number of PAX. Range will be \$400-600 a month per person depending on furnishing of apartment. · Bus system located outside apartment complex – travel time to HC is 15-20 minutes. <p>Seabrook Apartments 56 Terrace St Dana Point, CA 92629 (949) 493-5181</p>

	<p>*contact Linda Bibeau</p> <p>*Apartment Complex Details: Two Bedrooms: \$1,700 unfurnished/\$3240 furnished Three Bedrooms: \$2500 unfurnished/\$4,000 furnished</p> <ul style="list-style-type: none"> · Furnished apartments entail one queen bed, or two twins per room with appliances, home furniture and kitchen ware provided. · No more than 2 PAX per room (so 6 PAX, to a 3 bedroom) · Pax must pay \$25 for an application fee · Deposit is \$500 for a two bedroom, \$600 for a three bedroom. If renter(s) does not have credit in the US (which may be the case most of the time) then renter is required to pay double the rent as a deposit. PAX please be aware of this stipulation. · Bus located right outside apartment complex – travel time to HC is 10-15 minutes. <p>Capistrano Point Apartments 26451 Camino De Vis San Juan Capistrano, CA (949) 661-4002 www.lyoncapistrano.com Contact; Nicole Carroll (available Monday, Thursday and Fridays)</p> <p>*Apartment Complex Details: Two bedrooms: \$1,700 - \$2,000 (\$600 deposit)</p> <ul style="list-style-type: none"> · Up to 5 PAX per apartment complex is allowed · Extra \$50-100 per month for month-to-month lease option · All apartments come with appliances (microwave, dishwasher, ect) except refrigerator which is for lease \$30 a month · Capistrano is associated with Brook Furniture (www.brookfurniture.com) and can provide PAX beds, couches and TV's at a discounted price <p>Monarch Coast Apartments 3400 Crown Valley Pkwy Dana Point, CA (949) 661-4002</p> <p>*Associated with Capistrano Beach Apartments, and has similar rates for PAX</p> <p>Bus Schedule: http://www.octa.net/ http://www.octa.net/schedules_maps.aspx</p>
Address	Will be determined upon arrival.
Estimated Cost	\$300.00 to \$500.00 per participant per month.
Additional Costs (i.e. Bond)	Utilities
Features	Housing features will be determined depending on what type of housing you choose to secure for the duration of your program.
Hostel Information	http://www.hiayh.org OR http://www.hostels.com

AREA INFORMATION

Average temperature	Average Temperatures: May- High 28C, Low 23C June- High 30C, Low 25C July- High 31C, Low 26C Aug- High 31C, Low 26C Sept-30C, Low 26C
Altitude	1,058 feet above sea level.
Information websites	www.danapoint.org www.danapointharbor.com www.oc.ca.gov
Nearest city	Laguna Beach, California

	Laguna Niguel, California Mission Viejo, California Newport Beach, California Los Angeles, California
Things to do	If you're into sports, sunshine and the beach, this is the place to be. . Enjoy the diverse activities California has to offer such as the beaches, museums, sports arenas, shopping, dining, and more!
What to wear	Daytime temperatures are usually warm. Evenings can be slightly cool. You should bring clothing that you can wear in layers. This will allow you to dress for various conditions. Be sure to bring shorts and a swimming suit so you can enjoy the beach!

ADDITIONAL INFORMATION

Additional Information	<p>The Ritz-Carlton is a very beautiful, extremely high end, hotel that expects professional and respectful employees who take their job VERY SERIOUSLY. The interview process for a position at the Ritz-Carlton, is very INTENSIVE AND SELECTIVE. Participants WILL NOT get to choose the position they want. The Ritz-Carlton will place participants based on need.</p> <p>The Ritz-Carlton has a stringent hiring policy where each applicant must pass the following interviews as outlined below:</p> <ol style="list-style-type: none"> 1. English Pre-screen (completed by participant's student agency) to evaluate applicant's communication level and competency for the position. 2. TALENT INTERVIEW IN ENGLISH (55 STRUCTURED QUESTIONS CONDUCTED VIA A PHONE INTERVIEW) 3. LISTENING INTERVIEW <p>*PLEASE DO NOT APPLY FOR THIS POSITION UNLESS YOU ARE WILLING TO GO THROUGH ALL OF THE ABOVE STEPS IN THE HIRING PROCESS. THE RITZ-CARLTON IS LOOKING FOR THE BEST AND BRIGHTEST APPLICANTS WHO WANT TO WORK AT THEIR HOTEL AND PROVIDE THE BEST POSSIBLE GUEST SERVICE.</p>
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Based on the information available to Intrax Work/Travel, the contents of this Premium Placement Confirmation Form are true and accurate as of the date of its issuance to the Premium Placement Service participant. All information is subject to change depending on a variety of factors, including but not limited to weather, employment trends and staffing changes.