Position Details

Overview

Position Title: *Front Desk Receptionist*

Position Code: *PC1698191*

Host Company Name: *Jeska Alaska Inc dba Denali Grizzly Bear Resort*

Host Company Description:
The Denali Grizzly Bear Resort is pioneer family owned and operated since 1968. Our friendly resort has much to offer the Denali National Park visitor. The resort is located on the Parks Highway at the south entrance to Denali National Park. It is close to restaurants and fun attractions.

City: *Denali National Park*

State: *AK*

Gender Preference: *No Preference*

English Level: *Advanced*

Minimum Age: *21*

Earliest Start Date: *5/20/2027*

Earliest End Date: *9/10/2027*

Latest Start Date: *5/25/2027*

Latest End Date: *9/15/2027*

Position Details

Average Hours/Week: *>32*

Typical Schedule: *You will likely work 32-40 hours a week and be expected to work the shifts you are assigned.*

Additional Hours Details:

Position Description:
Job Description:
The employee must fulfill all duties of the Front Desk Receptionist position in order to provide customers with efficient, courteous and friendly service. These duties include answering the telephone in order to make advance cabin and campground reservations. Books cabin rentals, campsites, and local tours. Sells packaged alcoholic beverages, gifts, and convenience store products. Must operate a credit card machine, cash register, and Macintosh computers with campground reservation software. Answers questions and gives out information to tourists in a friendly, courteous manner. Other duties include keeping up the general appearance and stocking shelves in liquor store, gift shop, and convenience store. May be required to pump propane into RV tanks. Makes list of supplies to be ordered. May be required to help with porter service usually a couple times a day for 10-15 minutes.

Training and Experience:
At least a high school graduate. Experience not necessary. Must be skilled in human relations, verbal communication, and have basic computer and keyboarding skills. Must be Alaska legal age of 21 years in order to sell alcoholic beverages. A TAMs (Training in Alcohol Management) card is also required. The TAMs course is offered in Denali Park.

Responsibilities:
Required to pay close attention to detail in computer reservation system, cancellation policies, and information about Denali Grizzly

Bear facilities. Accountable for closing credit card transactions and cash register at end of shift. Maintains contact with supervisor throughout the shift. Must be 100% ready to work at the time of clock in. Must work specified weekly schedule. Changes to work schedules require supervisor approval. Must follow all rules, regulations, policies, and procedures. Cleanliness, personal appearance, friendliness, and strong work ethics of employees are important and required for promoting professionalism at Denali Grizzly Bear.

**This job description is an overview of daily tasks and may be incomplete due to unforeseen or other necessary tasks which may be required of the position during any given day.*

Drug Screening:
Employees are subject to random drug testing during employment.

Dress Code (incl. Uniforms):
Employees must wear the appropriate uniform at all times while on duty. Participants must provide khaki pants and black shoes. A uniform shirt will be provided by your employer.

Grooming:
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.

Additional Information:
Thank you for your interest in possible employment at Denali Grizzly Bear. We have a web site at: www.DenaliGrizzlyBear.com

Employees work eight hour shifts with an unpaid 1/2 hour lunch break. Front Desk employees have two shift options, Morning (8:00 am to 4:30 pm) and Evening (3:30 pm to 11:00pm). These shift times may fluctuate depending on how busy we are and with tourist demand for accommodations, especially during the beginning or ending of our season(shoulders). We usually open for business around May 17 and close around September 15 .....once again depending on tourist demand for accommodations.

Expense $9.00/ Day: Employees are provided: housing, utilities, laundromat and showers. With regards to housing, you may or may not have a room mate. Returning employees have first choice of the various housing provided. Employees have a central kitchen facility which is fully equipped for their use. Food is not provided however it is very easy to bulk order food through our business.

Front Desk will be provided with uniforms which must be worn during work periods.

Front Desk employees have the added benefit of free tours and commission for booking these tours in the Denali Area. If you sell a tour, from the commission we receive, the split is 80% Denali Grizzly Bear: 20% Employee. Tours include helicopter, airplane flights over Mt. McKinley, river rafting, horseback riding, and many other fun activities.

There should be opportunities for second jobs for Summer 2027. This is not a guarantee but should be possible during most seasons.

Required Duties:

Skills Required:

Supplies Required:
Employees must wear the appropriate uniform at all times while on duty. Participants must provide khaki pants and black shoes. A uniform shirt will be provided by your employer.

Supplies Cost:

Company Policies:

Interview Required?: *Yes*

Additional Information:
You will be charged $9 a day for housing, utilities and laundromat. Participants are expected to purchase, prepare and clean-up after their own meals.

Training Dates:

Different Training Period Wage:

Physical Demands:
Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: *USD 16.00*

Pay Frequency: *Bi-Weekly*

Pay Notes:
Commission for Tour/Activity Sales.
Employer pays out sick leave you do not use at the end of summer. It normally is $300-$500 at the end of the summer season.

Overtime Available? *No*

Overtime Rate:

Days Before Start of Work: *0*

Tipped Position? *No*

Accepts Couples? *Yes*

Accepts Groups? *Yes*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport:
Fairbanks International Airport (FAI) is closer to Denali Grizzly. However, it is almost always less expensive to fly into Anchorage, so for this reason, your employer recommends flying into Anchorage (ANC). Please make arrangements to fly into Anchorage on a Sunday, Monday, Tuesday or Wednesday.

Nearest Bus Station: *Anchorage and Fairbanks*

Nearest Train Station: *Anchorage and Fairbanks*

Transportation to Company:
*Transportation to Denali is available at cost to the participant from the following: Parks Connection Shuttle (800-208-0200, www.alaskacoach.com) *Costs are approximate and one-way, not return. Please remember that Denali is 5-6 hours from Anchorage. Please schedule transportation accordingly.*

Reporting Instructions: *Participants will usually begin work the day they arrive. However there may be a delay of up to five days.*

Travel Instructions:
Upon arrival to Anchorage, you will need to take a taxi from the airport to a hostel in Anchorage. Hostel reservations must be made prior to your arrival in the U.S. Hostel suggestions: Anchorage International Hostel (907) 276-3635 Spenard Hostel (907) 274-0408

International Backpackers Inn (907) 274-3870 You need to stay one or two nights in Anchorage, because the following morning you will apply for your social security card (there is not a SS office in Denali) and open a checking account at a bank. It is best to have one free day in Anchorage to complete both.

Nearest Social Security Office: *Room A11, 222 W. 8th Ave, Anchorage, AK 99513*

Social Security Instructions:
Please apply for your Social Security (SS) number immediately upon arrival. Be sure to obtain a receipt from the SS office for your SS application to show to your employer. You must apply for your SS number before you arrive to your employer.

Area Information

Area Information:
Area Description: The Denali Grizzly Bear Resort is located on the Parks Highway at the south entrance to Denali National Park. It is close to restaurants and fun attractions. Websites: www.denaligrizzlybear.com Climate: Summer temperatures in Denali are typically cool to warm. The average summer temperature is between 70 - 75 degrees Fahrenheit. In the evening temperatures will drop considerably. Please be prepared by bringing a heavy sweater or warm jacket and water proof clothing and boots. Altitude: 1500 feet Nearest Major Cites: Fairbanks, Alaska (120 Miles) and Anchorage, Alaska (250 Miles).

Cultural Opportunities:
There are opportunities to work second jobs in the area. There will also be opportunities to enjoy the adjacent National Park through hiking, bus tours, bicycling, and rafting. There are many international students working in the area, so you will have the opportunity to meet and socialize with people from all over the world.

Website: *http://www.denaligrizzlybear.com/*

Additional Website Info:

Accomodation Option: Denali Grizzly Bear Resort Housing

Address:

Milepost 231.1 George Parks Hwy
Denali Park AK
99755 - United States

Type:

Company Arranged: *Yes*

Company Recommended: *Yes*

Description:
Housing is provided by the employer on site. Two participants per room. Dorm rooms have bunk beds, heat, electricity, two desks, drawers for clothes, and two chairs. In the employee housing compound there is a big cabin with a fully equipped kitchen, several freezers and refrigerators, Cable TV, and long table with chairs. There is an employee restroom building with multiple showers. Laundry facilities are also available on site at no extra cost.

Participants will be responsible for purchasing and preparing your own meals.

Milepost 231.1 George Parks Hwy
Denali National Park AK 99755

This is not a mailing address. Participants must obtain a post office box at the Denali Post Office. Cost for a post office box is $22 for the summer plus a $1.00 refundable key deposit.

There is an additional $6-$10/month WiFi fee. The cost will depend on the number of employees.

Estimated Weekly Cost: *USD 63.00*

Additional Weekly Cost:

Additional Cost Description: *There is an additional $6-$10/month WiFi fee. The cost will depend on the number of employees.*

Commute Options: *Walking*

Commute Cost: *USD 0.00*

Company Provides Transportation: *No*

Estimated Distance to Company: *0 miles. Housing on site.*

Gender Restrictions: *None*

Features: *Washer*

Features Description:
Housing is within easy walking distance of your job. Housing includes utilities laundry and showers. A central kitchen facility is available for use. Participants will be responsible for purchasing and preparing your own meals.

Additional Information: