

Congratulations on your decision to enjoy a summer at Glacier Bay. A great Alaska adventure awaits you! To get you started on the right foot, please read through the information below—this will help you organize, plan and prepare for an excellent summer.

WHAT SHOULD I BRING?

These are things you might want to include on your packing list.

- Battery Operated Alarm clock
- Personal toiletries
- Shampoo
- Extra eyeglasses
- Extra medicine
- Bug repellent (with deet)/mosquito net for camping
- Hiking boots-waterproof or rubber boots and hiking socks
- Personal camping gear (Tent, stoves, small pots can be checked out from Human Resources)
- Rain gear (Glacier Bay is located in a rain forest—you will certainly enjoy a summer gortex rain jacket and pants and waterproof or rubber boots)
- Flashlight or headlamp
- Clothes & Hangers—some hangers are available on location.
- Books/magazines
- Camera/film
- Stamps-regular 41 cent
- Extra blanket and pillow (we provide 1-2 blankets based on availability, 1 pillow and sheets)
- First Aid Kit (for personal and backpacking needs)
- Phone card
- Spending money for unexpected circumstances. We do not provide payroll advances. It may take up to 4 weeks before you get your first paycheck.
- Be sure to remember proper documentation to work (see below) AND social security card

These are things that are provided:

- Linens-bath towels, wash cloths, sheets for the bed (not fitted)
- Laundry Detergent
- Irons
- Cleaning supplies and rags and vacuum

What is the TEMPERATURE?

The average temperature (in Fahrenheit) for Glacier Bay (Gustavus) is:

May	June	July	Aug	Sept
45.7	51.4	54.7	53.6	48.6

The average **maximum** temperature is not usually higher than 60.

These average temperatures in summer are lower than Anchorage and many of our employees have been surprised to find it colder here than some other areas of Alaska. You will be glad you brought a warm jacket, especially when you are on the boat.

WHAT ARE THE REQUIRED QUALIFICATIONS AND DOCUMENTS FOR ALL EMPLOYEES?

Federal Law requires all employees to provide positive documentation and proof of eligibility to work in the United States. Upon arrival employees must provide original documentation. To look at the list of possible documentation, please go to <http://www.uscis.gov/files/form/i-9.pdf>.

No person will be employed without required documentation. Important note: Aramark has a company policy requiring that all employees, regardless of the other documentation, have their social security card. If you arrive without a Social Security Card, you must apply for a new card in Juneau before leaving for the Park. This trip will be paid for by the employee. Foreign students must have a visa allowing work in the U.S. and must have applied for a social security card.

WHERE SHOULD I APPLY FOR A SOCIAL SECURITY CARD?

You can apply at your local social security administration (to find go to www.ssa.gov) or go to the office in Juneau at 709 W 9th St # 231 (907) 586-7070, 9 am- 4 pm.

HOW CAN SOMEONE GET IN TOUCH WITH ME?

There are no telephones in employee rooms; however there are phones as well as wireless internet access, in the Employee Dining Room.

The phone numbers for the Employee Dining Room are:
907-697-4092 and 907-697-9900

In case of minor emergencies or important messages, friends and family can call the Human Resources Manager at 907-697-4032.

In case of emergency, they can call Human Resources (above) and front desk at 907-697-4000. Calls to the front desk should be made **ONLY** in case of emergency.

Calling cards are required for long distance. It is recommended that you bring one in the case that the store in town and gift shop sell out. Many people want to call family to tell them they arrived safely only to realize they have no way to call. There is no cell phone service in the park.

HOW CAN I RECEIVE MAIL?

If you need to ship some of your belongings to the Park before you arrive, please send them to:

Your Name

Glacier Bay Lodge and Tours

PO BOX 179

Gustavus , AK 99826

Packages sent to the Anchorage office will be returned to the sender.

Note: U.S. Priority Mail is the quickest and most reliable way to ship and receive mail here in Gustavus.

UPS and FedEx do not deliver to PO Boxes, so if you need to use the physical address it is:

Glacier Bay Lodge and Tours

179 Bartlett Cove

Gustavus, AK 99826

It is much preferred that you use the PO Box as we have had trouble with people receiving mail at the address above.

CAN I GET DIRECT DEPOSIT?

Employees at Glacier Bay Lodge are strongly encouraged to receive payment via direct deposit.

You must bring a voided personal check with you to set up direct deposit.

If you do not bring a check, you must bring an official direct deposit authorization form or official note on bank letterhead. Even if you know the account and routing number, the direct deposit CANNOT be processed if you do not have one of these documents. If you do not have a personal bank account, please establish one before your arrival in Glacier Bay. Keep in mind that direct deposit does not go through immediately. For your first few paychecks you will receive paper checks that you can mail to your bank.

There is an ATM machine at the mercantile in town, but it is sometimes out of order. There are no banks in Gustavus, AK or Glacier Bay.

WHAT ARE THE ACTIVITIES?

Because Glacier Bay Lodge is located on the water, most of the outdoor activities are water-based.

Glacier Bay runs boat tours that go “up-bay” into the heart of Glacier Bay National Park all the way to the tidewater glaciers. You will see abundant wildlife on the coast and in the water such as sea lions, mountain goats, puffins, bald eagles, sea otters, porpoises, bears (both black and brown), moose, seals, and whales (usually humpback or orca). As employees, you can take this tour for free on an availability basis.

We have kayaks for employee use (though you won't be able to use them at the beginning of any summer until they have been inspected for safety). They are all 2-person kayaks. You can go out for a ½ day paddle around the bay or do an overnight on the nearby Beardslee Islands. Many employees choose to load up the kayak and take our “upbay” tour boat to a farther away drop off point and then get picked up by the same boat a few days later. We have all of the necessary gear (kayaks, paddles, spray skirt, etc). We also have knee high rubber boots, but we have a limited selection so it is strongly recommended that you bring your own. These boots are recommended for kayaking (getting in and out of the cold water) as are rain pants and a rain jacket.

There are also several hiking trails in the area and a campground located ¼ mile from the lodge.

We have a limited number of bikes that employees can use to ride from the lodge to town.

We have a TV area in the Employee Dining Room that has a DVD player. There are DVDs available for checkout and many tapes. There is a large selection of books and board games, as well.

Tours and employee discounts change from year to year and are subject to change.

WHAT ARE THE STANDARDS OF APPEARANCE?

STANDARDS OF APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image we present to our guests. As a representative of ARAMARK, all employees must follow the grooming standards as a basic condition of employment. **Failure to arrive in accordance with these standards will void all job offers.**

Employees are expected to dress in the appropriate clean and pressed uniform and present a clean and neat appearance.

Hair must be clean, combed and well groomed at all times.

Extreme hair styles and colors are not permitted.

Dread locks are not permitted.

Long hair must be tied back out of your face.

Beards may not exceed two inches in length and starting a beard or mustache during the season is not acceptable.

A clean shaven appearance is required when working unless a beard has previously been grown.

Jewelry worn on the job must be conservative, in good taste, appropriate to working attire and not conflict with job related safety standards.

Visible body piercing, with the exception of ears is unacceptable.

WHAT TYPE OF UNIFORM DO I NEED?

UNIFORMS

ALL employees must provide BLACK slacks/pants, a black belt, and black nonslip shoes. Jeans, cargo pants, sweatpants, and tight fitting stretch pants are not acceptable. Front of the house food and beverage, front desk, retail, marine and driving positions require polishable shoes.

- The required uniform must be worn at all times on the job in its entirety. Uniform shirts will be provided and are required to be tucked in when worn.
- Open toe shoes and clogs are **not acceptable**. However, professional Chef's clogs are acceptable for kitchen staff
- Employees are required to keep uniforms clean and pressed.
- Company uniforms, nametags, jackets and hats may not be worn off duty.
- The only hats allowed to be worn on duty must be issued by your supervisor.

HOW DO I GET TO GLACIER BAY?

Getting to Glacier Bay is half the fun—you basically have two options, fly or take a boat/flight combination. Whichever method of travel you choose, **please let us know a few days in advance as to what time to pick you up at the Gustavus, AK Airport by calling 907-697-4032 (HR) or 907-697-4010 (GM).**

FLYING:

If you are flying, your target city is Juneau, Alaska (JNU). Juneau can be accessed via Seattle from the lower 48 or Anchorage depending where you are coming from. Alaska Airlines is the only airline that flies into Juneau.

From Juneau, you will need to take an Air Taxi to the town of Gustavus, Alaska GST. (Alaska Airlines does fly to Gustavus, AK once per day during June, July & August—check their webpage for details.) There are basically four Air Taxi companies to choose from:

1. Air Excursions 907-697-2375 (Company Preferred)
2. Wings of Alaska 907-789-0790
3. Fjord Flying Service 907-697-3005
4. LAB 907-789-9160

Alaska Airlines (www.alaskaair.com)

BOAT:

Some find boat travel to be an exciting way to get to Juneau, Alaska. Please check out the Alaska Marine Highway System web page for more information (www.dot.state.ak.us/amhs).

Please note that once you get to Juneau, AK you will need a ground transfer to the Airport for your Air Taxi flight to Gustavus.

WHERE CAN WE PURCHASE AIRFARE TO GET TO/FROM JUNEAU?

You might try some websites such as those listed below for airfare.

www.orbitz.com

www.travelocity.com

www.cheaptickets.com

www.expedia.com

My family wants to come visit me in Alaska this summer. Are there any special programs?

Family members of employees are eligible for a discount on hotel rooms. The discount is based on availability. These discounts are susceptible to change, but last season there was a \$50/room for immediate family members of employees. Rooms must be booked through the Anchorage call center or through the Lodge General Manager.

SAFE TRAVELS—WE LOOK FORWARD TO SEEING YOU!