



## **CAPE FOX SHAREHOLDER INTERNSHIP PROGRAM INTERN APPLICATION FOR EMPLOYMENT**

October 6, 2012

Thank you for your interest in the Cape Fox Shareholder Internship Program! Enclosed you will find:

- Cape Fox Shareholder Internship Program outline/details
- Intern position(s) job description
- Cape Fox Employment Application

We have several Intern positions available including openings in Ketchikan for Facilities Maintenance, Banquet & Catering, Hosting & Food Service, and Hotel Front Desk. We've filled the 2012 Ketchikan position for Property Research. We've also filled the 2012 Anchorage position for Office Administration/8(a) Intern. The intern positions are open enrollment until the positions are filled by qualified applicants.

**Any questions regarding the Cape Fox Shareholder Internship Program should be directed to [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com), or call 907-279-0204.**

**All application items must be submitted as a complete package. A complete packet will include:**

- 1. Cape Fox Employment Application**
- 2. Current resume**
- 3. Letter of recommendation**
- 4. Last official school transcript**
- 5. Responses to essay questions (see following page)**

**Complete package may be submitted via email to [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com) or via U.S. mail to the Anchorage Corporate office of Cape Fox Corporation at 701 Sesame St. Ste 200A, Anchorage, AK 99503.**

The following are 3 essay questions required to be answered and returned as part of a complete application for internship with Cape Fox Corporation. *(continued on next page)*

ESSAY Questions:

1. What interested you in applying for the intern program with Cape Fox Corporation and what do you hope to gain or accomplish from the experience?

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2. Briefly describe your career goals and how you are currently working on achieving them.

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3. In which Cape Fox Corporation departments are you interested in? Why?

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IF SELECTED: When applicants are accepted for the CF Shareholder Internship Program they may be required to participate in a pre-employment drug test. Upon passing the test, they may also attend a New Hire Orientation to familiarize them with the program layout and job description.





## **CAPE FOX CORPORATION MANAGEMENT INTERN PROGRAM**

The Board of Directors of Cape Fox Corporation (CFC ) has directed management to prepare an internship training program. The managers of CFC are committed to implementing a *structured* training program that will be known as the **Cape Fox Shareholder Internship Program**. An intern is a highly motivated individual who may work a minimum of 20 hours per week under the supervision of a manager of Cape Fox Corporation (CFC) or one of its subsidiaries or business partners. Internships generally will not exceed 20 hours per week as these are part-time, non-exempt positions with no company benefits provided. Interns are paid a competitive internship wage. Assignments are made within a variety of departments and disciplines. Internships are a minimum 3 month commitment and are limited to 1 year training in a position. Exceptions may be made on a case by case basis.

### **THE PURPOSE - CFC GOAL/MISSION**

The purpose of the Cape Fox Shareholder Internship Program is to assist CFC Shareholders, as well as children, grandchildren, and spouses of Shareholders, in finding professional employment within the ANC community. Whether you're a recent high school graduate, or receiving your diploma is a distant memory and you are looking to learn new job skills to re-enter the workforce, through the CF Shareholder Internship Program, participants have the opportunity to learn and enhance job skills, knowledge and abilities, and gain marketable experience through valuable on-the-job training.

The intent of the program is to boost job confidence, provide a stepping stone to achieve long-term career goals, and gain structured hands-on work experience side by side with professionals in their field of interest. The CF Shareholder Internship Program provides practical work experience and allows CFC Shareholders, their children, grandchildren, and spouses to develop marketable skill sets. Though the program is not limited to summer internship or college attendance as a requirement, if participants are still in school, this opportunity enables a shareholder to combine formal learning with practical experience to improve prospects for employment upon completion of a post-secondary education. The program can provide a bridge from the classroom to the working world, varying in length and the number of hours worked. Participants gain real world experience to compliment their studies, while earning cash to help pay for their education.

## **TRAINING OFFERED / PARTICIPATION BENEFITS**

Locations/training options currently being considered:

### **CFC Headquarters Office - Ketchikan, AK**

- **Facilities Maintenance (CF Lodge renovation/improvements)**
- **Property Research (at Ketchikan Title) [FILLED 2012]**
- **Banquet & Catering (at Cape Fox Lodge)**
- **Hosting & Food Service (at Cape Fox Lodge)**
- **Hotel Front Desk (at Cape Fox Lodge)**

### **CFC Anchorage Office - Anchorage, AK**

- **Office Administration / 8(a) [FILLED 2012]**

Future opportunities may be offered within:

### **CFSS Office – Manassas, VA**

- Accounting / Finance
- Human Resources
- IT/Network Management
- Contracts Administration/Management
- Operations

Within the available disciplines, participants gain valuable, marketable experience in a professional work environment through on-the-job training. The CF Shareholder Internship Program allows them to apply academic skills to a work environment, learn about workplace ethics, excel in a team environment, and are able to network with diverse groups of people to gain contacts, all while being paid for learning.

Continued employment with CFC will be considered when there are suitable vacancies for placement. Beyond completion of an internship, there is no promise of continued employment. The purpose of the CF Shareholder Internship Program is to provide participants with valuable work experience which will in turn, provide them with marketable skills. This is a benefit for participants whether or not permanent employment is the end result.

## **GENERAL SKILLS LEARNED**

CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the essential

Revised 10-4-12 Page 2 of 4



duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

### **CF SHAREHOLDER INTERNSHIP PROGRAM CONTINUING EDUCATION STIPEND**

CFC will provide a stipend payment per semester to each employed CFC student intern, limited to a maximum of two payments per intern per calendar year (or two semesters). Amounts will be:

1 class = \$750 per semester

2 or more classes = \$1,500 per semester

Upon proof of enrollment each semester, the stipend will be paid 90 days after school semester start date. As these payments are considered regular wages, appropriate taxes will be deducted.

If an intern continues college classes into a subsequent semester and intends on requesting a second CF Education Stipend, they must provide the following to Management with their request:

- 1) copy of official transcript from the educational institution
- 2) transcript must show classes were satisfactorily completed from previous semester

Failure to provide acceptable documentation will result in withholding the stipend for the subsequent semester.

### **ELIGIBILITY FOR PARTICIPATION**

The CF Shareholder Internship Program is available to CFC Shareholders, as well as children, grandchildren, and spouses of Shareholders. Participants must be at least 18 years of age with a good work record and have a high school diploma or GED. Hiring preference based on applications received will be in the following order:

#1—Shareholder

#2—Children of Shareholder

#3—Grandchildren of Shareholder

#4—Spouse of Shareholder

*Spouses are eligible as CFC recognizes the spouses of shareholders support the economic well-being of their shareholder families.*

### **RECRUITMENT**

Recruitment is promoted through CFC shareholder development procedures, including the Totem Times newsletter, email promotions, and at annual Shareholder meetings. CFC will accept participant



recommendations from CFC Board members and other CFC employees, however, management will make the final selection of the successful candidate(s) after completion of a formal application package and interview of all interested individuals is conducted.

### **MEASUREABLE GOALS / PERFORMANCE APPRAISALS**

Objectives will be identified and set to a structured training program based upon specific positions with routine feedback about the intern's performance provided. Feedback will offer useful information for education and career planning. If the intern's performance falls below a satisfactory level, they may be separated from the program.

### **HOW TO APPLY**

The CF Shareholder Internship Program offers open enrollment with no deadline dates. Applications will be available online at [www.capefoxcorp.com](http://www.capefoxcorp.com) or contact the Anchorage CFC office at 907-279-0204 and an application can be mailed to you. Inquiries may be emailed to [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com). All application items must be submitted as a complete package. A check list will be provided. A complete packet will include: CFC Application for Employment, last official school transcript, letter of recommendation, current resume, and responses to essay questions:

1. What interested you in applying for the intern program with CFC and what do you hope to gain or accomplish from the experience?
2. Briefly describe your career goals and how you are currently working on achieving them.
3. In which Cape Fox Corporation departments are you interested in? Why?

IF SELECTED: When applicants are accepted for the CF Shareholder Internship Program they may be required to participate in a pre-employment drug test. Upon passing the test, they may also attend a New Hire Orientation to familiarize them with the program layout and job description.

### **CF SHAREHOLDER INTERNSHIP PROGRAM PAY INFORMATION**

Participants will be paid a competitive internship wage starting at \$11/hour DOE, while they gain valuable work experience.

### **COMPANY BENEFITS ELIGIBILITY**

Intern positions are part-time, and non-exempt positions. As such, no company benefits are provided.





## Facilities Maintenance Intern

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Date: October 4, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CF Facility Services  
LLC. – Ketchikan  
Reports to (Title): Dan Williams, Manager Location: Ketchikan, AK  
Classification: Non-exempt

### **Job Summary**

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The Facilities Maintenance Intern will learn common maintenance and basic construction methods and gain practical experience assisting with ongoing renovation improvements, general maintenance and repair work on structures and mechanical equipment, as well as additional on site projects. This work is done by performing physical activities using the full body and motion including lifting heavy objects and sometimes working from heights of 3 stories or more, also extensive kneeling and squatting. They will work with equipment and materials used in a variety of construction trades including an assortment of power and hand tools and some motorized equipment.

Facilities such as lodging will involve interaction with hotel guests including within occupied guest rooms to conduct maintenance, therefore professional appearance, proper communication, and ethical conduct is essential. The intern will have opportunity to establish and maintain interpersonal relationships by developing constructive and cooperative working relationships with others in the work environment. They will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position. This intern will follow the site safety plan and practice safe working habits at all times, and will exercise a reasonable amount of decision making and problem solving.

### **Training**

There may be opportunity for advanced vocational/educational training depending on the intern and programs available, whether online, in the local area, within Alaska or elsewhere.

CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the essential duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

### **Essential Functions and Responsibilities**

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- Perform physical activities including heavy manual labor, lifting objects weighing up to 75 pounds or more, work from heights ranging 6 feet to in excess of 40 feet, and some light demolition work
- Tasks involving extensive kneeling and squatting
- Will learn common construction methods, gain experience with equipment and materials used in carpentry, painting, plumbing, electrical and mechanical trades including an assortment of power and hand tools and some motorized equipment
- May learn some sheet metal installation, along with roofing and fencing
- Perform general maintenance and repair work on structures and facilities, may also assist with repairing and maintaining mechanical equipment
- Will learn proper methods of storing equipment, materials and supplies and maintaining an organized and clean work area
- Conduct maintenance tasks in lodging facilities with hotel guest interaction, demonstrating professional appearance and proper communication
- Follow the site safety plan and practice safe working habits at all times
- Other duties as assigned

### **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable) and meet attendance requirements for the position
- Must be a highly motivated individual
- Must be able to pass a background check
- Must be insurable on fleet coverage therefore a clean driving record required
- Personal hygiene, appropriate attire (including no clothing with potentially offensive words/graphics) and professional appearance essential
- Convey professionalism in communication with customers and coworkers
- Good math skills
- Ethical by having values of honesty, integrity, respect, trust, responsibility and citizenship
- Ability to perform physical activities that require considerable time on knees, also use of hands/fingers, arms and legs and moving whole body, while working in extreme weather conditions (rain, heat and cold)
- Competent skills or ability to learn to safely operate an assortment of power and hand tools - common carpentry tools such as table saw, skill saw, jig saw, drills, level, hand and portable planer, miter saw, grinders, air tools including nail guns, etc.
- Competent skills safely operating a variety of equipment or ability to learn: i.e., push lawn mower, forklifts, tractor loader, snow plowing/removal equipment including picks and





push spreader, company autos. May have opportunity to operate backhoes, excavators, compactors, etc.

- Ability to kneel for extensive periods of time, also work from heights ranging 6 feet to in excess of 40 feet
- Safety conscious and maintaining an organized and clean work area
- Ability to listen, understand and follow oral and written instructions and have good communication skills
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- Must have ability to maintain confidentiality and reliability, quality and safety standards
- Knowledge of Company Policies and Procedures

### **Physical Requirements**

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Performing physical activities that require considerable use of hands/fingers in installing, positioning, handling and moving materials, and manipulating things; lifting objects 75 lbs or more; use of arms and legs and moving whole body, such as climbing, lifting, balancing, walking, leaning, bending, and stooping, also extensive kneeling and squatting. Talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

### **Work Environment**

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Some work will be conducted outdoors during all seasons/weather including extreme weather conditions (rain, cold and heat). Some work conducted from heights ranging 6 feet to in excess of 40 feet. Unstable footing may be present with slippery or wet surfaces. Exposure to/operation of hand and power tools, some being sharp instruments with lacerating qualities; piercing, drilling and puncturing ability; air pressurized to 90 lbs force, etc. While performing the duties of this job, the employee will be exposed to loud noise levels. Travel and job site visits may also be required on an as needed basis.

### **Ethics and Compliance**

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The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_

Facilities Maintenance Intern

Approved By: \_\_\_\_\_

Dan Williams, Manager

Accepted by: \_\_\_\_\_

Human Resources





## Banquet & Catering Intern

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Date: October 4, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CFC – Cape Fox Lodge

Reports to (Title): Janet Gideon, General Manager Location: Ketchikan, AK

Classification: Non-exempt

### **Job Summary**

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The Banquet & Catering Intern will be trained in full service of banquet events including set-up and break down tasks, assist with food preparation and arrangement for a wide range of events, and perform banquet server duties. Training includes audio/visual equipment set-up, following precise banquet event orders. This intern will have responsibilities for maintaining overall productivity of banquet events, involving clear and open communication with all staff members for overall event success. They will have professional appearance to include personal hygiene and professional attire of hotel logo uniform. They will uphold honesty, integrity, and maintain confidentiality. This intern will exercise a reasonable amount of decision making using relevant information and individual judgment, utilize math skills, is punctual and dependable, able to prioritize, organize, and accomplish their work, and will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position.

### **Training**

There may be opportunity to provide vocational/educational training depending on the intern and programs available, whether online, in the local area, within Alaska or elsewhere. This could include facilitating training on food handling health and safety, and acquisition of the AK Food Worker Card required by law in the State of Alaska.

CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the

essential duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

### **Essential Functions and Responsibilities**

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- Assist with the set-up and break down of tables, linens, chairs, etc. for full service of banquet events
- Assist with the preparation and arrangement of food for weddings, birthday parties, business meetings, trade shows and other social events
- Perform as a banquet server during an event
- Set up audio/visual equipment requirements and/or other specifications outlined in the banquet event order
- Maintain clear and open communication between all staff members for overall event success
- Attend weekly banquet staff meetings and pre-conference meeting with clients
- Maintain back of the house, front of the house and side work duties for overall productivity of banquet events
- Other duties as assigned

### **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable)
- Must be a highly motivated individual
- Punctual, dependable and productive with ability to meet attendance requirements
- Maintain sense of urgency and attentiveness when on the service floor during an event
- Maintain positive and professional attitude
- Ability to maintain knowledge of banquet and catering policies and procedures
- Good math skills, have a basic knowledge of sales tax and gratuity breakdown
- Ability to obtain local state permits for food and beverage handling
- Follow hotel Health and Safety Practices at all times
- Safety conscious and maintaining an organized and clean work area
- Ability to understand and follow oral and written instructions and have good communication skills
- Reasoning ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; will exercise a reasonable amount of decision making and problem solving
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- Ability to interface with all levels of superiors, supervisors, management and communicate effectively
- Ethical by having values of honesty, integrity, respect, trust, responsibility and citizenship
- Must have the ability to maintain confidentiality and reliability, also quality and safety standards
- Knowledge of Company Policies and Procedures



## Physical Requirements

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Frequent standing and walking; reaching with hands and arms and using hands/fingers for feeling and handling objects, table setting, glassware, food trays; talking, hearing, tasting and smelling; seeing with color vision, up close, at a distance, along the periphery, with depth perception and the ability to adjust focus. Occasionally required balance and stoop, kneel, crouch, or crawl. Will regularly lift and/or move up to 10-15 pounds, frequently lift 25-50 pounds.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

## Work Environment

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Majority of work conducted in a fast-paced professional banquet & catering environment using tables, chairs, AV equipment and supplies. There will be exposure to electrical outlets; AV cords, carts and chair dolly equipment. Handling of hot and cold foods in chafing dishes and lighting liquid heating elements is required. Unstable footing may be present with a slippery or wet floor. While performing the duties of this job, the employee might be exposed to loud noise levels. Off site catering may also be required on an as needed basis.

## Ethics and Compliance

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The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_  
Banquet & Catering Intern

Approved By: \_\_\_\_\_  
Janet Gideon, General Manager

Accepted by: \_\_\_\_\_  
Human Resources





## Hosting & Food Service Intern

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Date: October 4, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CFC – Cape Fox Lodge

Reports to (Title): Janet Gideon, General Manager Location: Ketchikan, AK

Classification: Non-exempt

### **Job Summary**

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The Hosting & Food Service Intern will be trained in a combination of functions including hosting duties, barista duties, and restaurant server duties in order to provide them exposure to an array of full-service hotel areas. Training includes learning table numbers, restaurant layout, and assigned wait staff. They will have extensive customer interaction requiring excellent customer service skills. This intern will verbally provide detailed menu items, making recommendations upon request, and explain food preparation with ingredients and cooking methods. They will operate coffee service equipment and prepare Espresso recipes.

This intern will have responsibilities for working with money and utilize math skills. They will uphold honesty, integrity, and maintain confidentiality. They will have professional appearance to include personal hygiene and professional attire of hotel logo uniform. This intern will be punctual and dependable, and will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position.

### **Training**

There may be opportunity to provide vocational/educational training depending on the intern and programs available, whether online, in the local area, within Alaska or elsewhere. This could include facilitating training on food handling health and safety, and acquisition of the AK Food Worker Card required by law in the State of Alaska.

CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the essential duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

### **Essential Functions and Responsibilities**

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- Memorize table numbers and restaurant layout, including assigned wait staff sections and corresponding servers
- Seat guests, present with menus, notify of daily specials and provide water for guests
- Take reservations, room service orders and deliver to the guest room
- Close out checks and charges for servers
- Clear, wipe down, and reset tables
- Restock condiments and other items
- Provide early morning coffee service to guests with learned Espresso recipes
- Prepare to-go items and condiments
- Run all sales through the POS, collect payment and balance till
- Clean coffee shop, espresso machine, and restock deli counter
- Write and memorize food orders, enter into computer
- Answer questions about menu items, making recommendations upon request, and explain food preparation with ingredients and cooking methods
- Verify customers are satisfied and/or take action to correct any problems
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required using a serving tray and tray stand
- Prepare hot and cold beverages for patrons
- Prepare checks that itemize and total meal costs and sales taxes, and collect payment from customers
- Garnish and decorate dishes in the kitchen in preparation for serving to the guest
- Clean and maintain areas and items in the restaurant
- Other duties as assigned

### **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable)
- Must be a highly motivated individual
- Punctual, dependable and productive with ability to meet attendance requirements
- Good memorization skills
- Good math skills, have a basic knowledge of sales tax and gratuity breakdown
- Customer oriented, conveying cheerful demeanor and excellent customer service skills
- Ability to understand and follow oral and written instructions and have good communication skills
- Ability to operate multi-line phone system, also cashiering equipment, computerized ordering systems
- Ability to operate standard and commercial grade coffee service equipment



- Ability to obtain local state permits for food and beverage handling
- Follow hotel Health and Safety Practices at all times
- Safety conscious and maintaining an organized and clean work area
- Maintain positive and professional attitude
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- Ability to interface with all levels of superiors, supervisors, management and communicate effectively
- Ethical by having values of honesty, integrity, respect, trust, responsibility and citizenship
- Must have the ability to maintain confidentiality and reliability, also quality and safety standards
- Knowledge of Company Policies and Procedures

### **Physical Requirements**

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Frequent standing, walking, bending; reaching with hands and arms and using hands/fingers for feeling and handling objects; talking, hearing, tasting and smelling; seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus. Occasionally required balance and stoop, kneel, crouch, or crawl. Will regularly lift and/or carry also push/pull up to 10-20 pounds, occasionally will do 25-50 pounds.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

### **Work Environment**

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Majority of work conducted in a busy, fast-paced professional hotel restaurant environment working with sharp objects, equipment producing hot liquids and steam, carrying breakable objects, handling of hot and cold foods. Unstable footing may be present with a slippery or wet floor. While performing the duties of this job, the employee might be exposed to loud noise levels.

### **Ethics and Compliance**

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The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_  
 Hosting & Food Service Intern

Approved By: \_\_\_\_\_  
 Janet Gideon, General Manager

Accepted by: \_\_\_\_\_  
 Human Resources





## Hotel Front Desk Intern

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Date: October 4, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CFC – Cape Fox Lodge

Reports to (Title): Janet Gideon, General Manager Location: Ketchikan, AK

Classification: Non-exempt

### **Job Summary**

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The Hotel Front Desk Intern will be trained to make and confirm reservations, conduct guest check-in/check-out process, utilize the PMS computer system to record room availability and guest accounts, and transmit and receive messages using telephones or hotel switchboard. This intern will have basic bookkeeping and cashiering responsibilities. They will travel in the hotel shuttle van shadowing the driver to provide guest transportation. This intern will have extensive customer interaction requiring excellent customer service skills, including answering inquiries pertaining to hotel services, registered guests, shopping, dining, entertainment and travel directions.

They will have professional appearance to include personal hygiene and professional attire of hotel logo uniform. They will uphold honesty, integrity, and maintain confidentiality. They will exercise a reasonable amount of decision making using relevant information and individual judgment, is punctual and dependable, able to prioritize, organize, and accomplish their work, and will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position.

### **Training**

There may be opportunity to provide vocational/educational training depending on the intern and programs available, whether online, in the local area, within Alaska or elsewhere. CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the essential duties and



responsibilities of their position. Interns are expected to complete all training provided by the company.

### **Essential Functions and Responsibilities**

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- Greet, register, and assign rooms to guests, issue room keys
- Cashiering duties including verify customers' credit and payment
- Record room availability and guest accounts using computer system PMS (Property Management System)
- Post charges to guest folio, and review with guests during the check-out process
- Deposit guests' valuables in hotel safes or safe-deposit boxes
- Transmit and receive messages, using telephones or hotel switchboard
- Record guest comments or complaints, referring customers to managers as necessary
- Interact with housekeeping and maintenance staff including for reported room issues
- Perform simple bookkeeping activities, including balancing cash accounts
- Make and confirm reservations
- Answer inquiries pertaining to hotel services, registered guests, shopping, dining, entertainment and travel directions
- Arrange tours, taxis, or restaurant reservations for customers
- Shadow the hotel shuttle van driver, transporting guests to/from airport, ferry, etc.
- Assist loading/unloading luggage to shuttle van
- Work with Night Auditor closing out the business day, roll the PMS over for new day of business, involving multiple tasks via computer system
- Other duties as assigned

### **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable)
- Must be a highly motivated individual
- Punctual, dependable and productive with ability to meet attendance requirements
- Customer oriented, conveying cheerful demeanor and excellent customer service skills
- Ability to understand and follow oral and written instructions and have good communication skills
- Ability to operate multi-line phone system, cashiering equipment and computer systems
- Ability to operate standard office equipment including fax and copier machines
- Follow hotel Health and Safety Practices at all times
- Safety conscious and maintaining an organized and clean work area
- Maintain positive and professional attitude
- Reasoning ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; will exercise a reasonable amount of decision making and problem solving
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- Ability to interface with all levels of superiors, supervisors, management and communicate effectively



- Ethical by having values of honesty, integrity, respect, trust, responsibility and citizenship
- Must have the ability to maintain confidentiality and reliability, also quality and safety standards
- Knowledge of Company Policies and Procedures

### **Physical Requirements**

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Frequent standing, walking, and sitting; reaching with hands and arms and using hands/fingers for feeling and handling objects; talking, hearing, tasting and smelling; seeing with color vision, up close, at a distance, along the periphery, with depth perception and the ability to adjust focus. Occasionally required balance and stoop, kneel, crouch, or crawl. Will regularly lift and/or carry, also push/pull items to 10-15 pounds, occasionally items up to 25-50 pounds.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

### **Work Environment**

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Majority of work conducted at a desk in a busy, fast-paced professional hotel environment working with computer equipment and multi-line phone systems; also travel in company vehicle/shuttle. While performing the duties of this job, the employee might be exposed to loud noise levels.

### **Ethics and Compliance**

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The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_  
Hotel Front Desk Intern

Approved By: \_\_\_\_\_  
Janet Gideon, General Manager

Accepted by: \_\_\_\_\_  
Human Resources





## Property Research Intern

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Date: September 18, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CFC – Ketchikan Title  
Reports to (Title): Chris Newbill, Manager Location: Ketchikan, AK  
Classification: Non-exempt

### **Job Summary**

The Property Research Intern performs clerical tasks to support timely escrow closings and title recordings, and assists the Escrow Closer with various duties. They may provide customer service to customers and field escrow officers. They are responsible for submitting property recordings daily to Records Office, archive records management and storage, bank deposits and errands as needed. This intern will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position.

### **Meetings/Events**

May perform or be included in the planning of a meeting or special event to include any correspondence associated with a particular event. A certain degree of creativity and latitude is required.

### **Training**

There may be opportunity to provide vocational training/education via online, in the local area, within Alaska or elsewhere, in efforts to assist an individual in this position with pursuing their Title Insurance License through the State of Alaska.

CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the essential duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

## **Essential Functions and Responsibilities**

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- Submits property recordings daily to Records Office
- Responsible for archive records management and storage including scanning and shredding
- Bank deposits and errands as needed
- Assists Escrow Closer with various duties
- Assist with daily office tasks which may include customer service relations
- Performs data entry and data verification
- Invoicing data entry
- May assist with professionally communicating recording information
- Other duties as assigned

## **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable)
- Must be a highly motivated individual
- Ability to operate general business machines such as personal computer, copier, and fax
- Competent computer skills preferred, or ability to learn including using Microsoft programs and email systems
- Detail oriented with strong organizational abilities, with an ability to develop and establish record and file keeping procedures
- Ability to follow instructions
- Must have good oral and written communication skills
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- Ability to interface with all levels of management and communicate effectively
- Must have the ability to maintain confidentiality and reliability, also quality and safety standards
- Knowledge of Company Policies and Procedures

## **Physical Requirements**

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Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 25 lbs.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

## **Work Environment**

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Majority of work will be conducted in an office environment. Travel and field visits may also be required on an as needed basis.



## **Ethics and Compliance**

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The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_  
Property Research Intern

Approved By: \_\_\_\_\_  
Chris Newbill, Manager

Accepted by: \_\_\_\_\_  
Human Resources





## Office Administration/8(a) Intern

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Date: October 4, 2012

Full-time  
 Seasonal

Part-time  
 Temporary

Per Diem

Incumbent Name: New Department: CFC – Federal Contracting Group  
Reports to (Title): Debbie Smith, CAO Location: Anchorage, AK  
Classification: Non-exempt

### **Job Summary**

The Office Administration/8(a) Intern provides office support performing clerical tasks including handling mail, filing, maintaining general office equipment, ordering supplies, copy/scan projects. Professionally communicates and provides customer service including answering phones, greeting and assisting visitors including CFC Board of Directors. They assist the Chief Administrative Officer with various duties, and will be trained in completing an 8(a) application for an operating company. This intern will be trained in 8(a) Annual Reporting, updating Central Contractor Registration database, Dun & Bradstreet website, and Online Reps and Certs (ORCA) websites for each subsidiary company. They will develop professional administration skills necessary to effectively manage ANC corporate office. This intern will rely on instructions and pre-established, commonly known guidelines provided to perform the functions of the position. Other office duties as assigned.

### **Meetings/Events**

May perform or be included in the planning of a meeting or special event to include any correspondence associated with a particular event. A certain degree of creativity and latitude is required.

### **Training**

There may be opportunity to provide typing/computer skills classes when available, as needed. CFC provides on the job training and experience, and when available pays for computer and/or vocational training for interns to help them obtain the skills and abilities necessary to meet the

essential duties and responsibilities of their position. Interns are expected to complete all training provided by the company.

### **Essential Functions and Responsibilities**

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- Responsible for keeping common areas tidy
- Greets all visitors and assists them in their inquiries; monitors the security of the office by being aware of the visitor traffic flow
- Answers multi-line telephone, routes calls to appropriate staff person, takes detailed messages and directs them to the appropriate party
- Opens and sorts incoming mail; prepares outgoing mail, parcels and packages
- Arranges for courier and errand delivery/pick-ups
- Monitors general office equipment for toner, paper, servicing
- Orders office supplies
- Creates and maintains administrative filing and database systems
- Assists staff with copy and scanning projects
- May assist with professionally communicating information to CFC employees, Board of Directors, CFC vendors, etc.
- Assists Chief Administrative Officer with various duties including completing 8(a) applications, 8(a) Annual Reporting tasks, updating online databases
- Errands as needed
- Additional duties as assigned

### **Education and/or Experience**

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- High School Diploma or GED is required
- Must be a CFC Shareholder, child, grandchild, or spouse of Shareholder
- Must be at least 18 years of age with good work record
- Must have reliable transportation to/from work, and for company errands (if applicable)
- Must be a highly motivated individual
- Ability to operate general business machines such as personal computer, copier, and fax
- Competent computer skills preferred, or ability to learn including using Microsoft programs and email systems
- Typing Speed of 40 WPM helpful but not required
- Detail oriented with strong organizational abilities, with an ability to develop and establish record and file keeping procedures
- Ability to follow instructions, multi-task, demonstrate accuracy and thoroughness
- Must have good oral and written communication skills
- Ability and willingness to work with the attitude of helpfulness including in a team environment, having good interpersonal relationship skills
- The ability to interface with all levels of management and communicate effectively
- Proven ability to exercise mature judgment – specifically in recognizing and respecting the confidential nature of corporate and personnel matters
- Must have the ability to maintain quality and safety standards
- Knowledge of Company Policies and Procedures



## **Physical Requirements**

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Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 25 lbs.

It is Cape Fox Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

## **Work Environment**

---

Majority of work will be conducted in an office environment. Travel and field visits may also be required on an as needed basis.

## **Ethics and Compliance**

---

The incumbent will adhere to the CFC Ethics and Compliance policy and promote a culture that is conducive to Ethical conduct and compliance. Any suspicious activity or behavior will be reported to the appropriate supervisor or Ethics Officer of CFC.

Received By: \_\_\_\_\_  
Office Administration/8(a) Intern

Approved By: \_\_\_\_\_  
Debbie Smith, CAO

Accepted by: \_\_\_\_\_  
Human Resources





# Employment Application



Date:

Name:

Address:

State/Province:

Zip/Postal Code:

SS Number:

Home Phone:

Cell Phone:

Positions Applied for:

Salary Desired:

Cape Fox Corporation (CFC) is an Equal Opportunity Employer and considers all applicants for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, or veteran status in accordance with federal law. In addition, CFC complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities.

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?  Yes  No

If yes please explain:

Have you ever worked for US2?  Yes  No

How did you hear about us?  Advertisement  Internet  Other  
 Employee Referral  State Employment Commission

If offered employment, can you provide proof of authorization for employment in the United States?  Yes  No

Hours Available to Work:  Full-Time  Part-time  Full or Part-time

Date available for employment:

Are you willing to work overtime as necessary?

Yes  No

Have you ever been convicted of a felony in a court of law or convicted through a court martial during the past 7 years?:

Yes  No

If yes, please explain

State name(s) of any relative(s) in our employ and your relationship to them.

N/A

Have you ever served in the U.S. Armed Forces?  Yes  No

If yes, please provide dates of service, duties, and special training that might be relevant to the position in which you have applied.

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Continue on the next page

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  Yes  No

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  Yes  No

**3.**

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  Yes  No

Skills:

Typing:

Computer:  PC  Mac  Both

Applications (list all that apply):

Other Skills:

**Please list 2 references other than relatives and previous employers**

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

## **Applicant's Statement**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that any offer of employment by CF US2 must be in writing. Verbal offers shall have no force or effect until confirmed in writing. Any offer of employment may be withdrawn with or without cause at the discretion of Concentric Methods.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Applicant Signature:**

**Date:**

## Voluntary EEO Identification

Cape Fox Corporation (CFC) is an Equal Opportunity Employer and considers all applicants for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, or veteran status in accordance with federal law. In addition, CFC complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, gender, and type of position for which an individual applies. The information requested below is for compliance with certain record-keeping requirements and to determine recruitment and employment patterns. Such information will in no way affect the decision regarding your application for employment. This sheet will be kept confidential and maintained separately from your application form. **COMPLETION OF THIS SHEET IS VOLUNTARY AND IS NOT A REQUIREMENT FOR EMPLOYMENT.**

**Name:**

**Date:**

**Desired Position:**

**Gender:**  Female  Male

**Race/Ethnic Data:**

- Hispanic or Latino- Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Non-Hispanic or Latino)- Person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Non-Hispanic or Latino)- Person having origins in any of the black racial groups of Africa.
- Asian or Pacific Islander (Non-Hispanic or Latino)- Person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native (Non-Hispanic or Latino)- Person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Non-Hispanic or Latino)- All persons who identify with more than one of the above five races.

Regulations issued by the U.S. Department of Labor with respect to disabled individuals, disabled veterans, and Vietnam Era Veterans require that federal contractors provide an opportunity for self-identification to candidates seeking employment. Such self-identification is submitted on a voluntary basis, on a confidential basis, for use only in accordance with regulations, and without subjecting the individual to adverse treatment.

**Veteran Classification(s):**

- Vietnam Era Veteran
- Special Disabled Veteran