



AON Hilton Garden Inn North Conway - Housekeeping

HOST INFORMATION

Company Description:

At the brand new Hilton Garden Inn North Conway, guests can experience a Full-Service hotel in the heart of North Conway, New Hampshire.

- Summer Activities include
 - Mountain hiking, Kayaking, Fishing, Boating, Bicycling, Climbing
- Employee perks
 - Hilton employee benefits include Discounts on hotel rooms worldwide
 - Flexible schedule
 - Discount on Food and Beverages in the hotel
 - Interact with local employees and travelers from all over the world
- We are a diverse company with experience in cultural exchange programs
- The White Mountains of New Hampshire are famous for views of the Northern Lights, Beautiful Foliage as the seasons change, the Historic Scenic Railway, and many local attractions that appeal to all ages and adventure seekers

Host Website: <https://hgi.com/northconway>

Site of Activity: AON Hilton Garden Inn North Conway

Parent Account Name: AON Hospitality Group

Host Address: 1992 White Mountain Highway North Conway , New Hampshire , 03860

Nearest Major City: Boston , Massachusetts , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Daily cleaning of hotel guestrooms, making beds, cleaning the hard surfaces of the room, folding of linen and terry, taking out trash

Typical Schedule:

9am to 5pm, days of the week vary, but mostly Thursday through Monday

Drug Test required: No

COMPENSATION

Hourly Wage: \$14

Eligible for Tips: Yes

Tips in housekeeping are not common, but some guests do leave a tip in the room. Tips are not guaranteed.

Estimated weekly wages including tips: \$460

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 48

Potential fluctuation in hours per week:

Generally, 40 hours per week will be scheduled. In some cases, the employee may work less hours when rooms are not available to be cleaned, or more hours will be worked during peak times

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Employee room discounts with Hilton worldwide, Food and Beverage discounts onsite

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Linen/Towels will be removed from the room and clean linen/towels replaced

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Hotel specific training will be hands-on with some online brand training

Need to wear uniform: Yes

Uniform Policy:

Brand Standards require closed-toe shoes with a rubber sole (black or white shoes). We will provide the uniform shirt, participants are required to provide their own pants, socks and shoes. Black slacks, or jeans, no capri, sweat pants

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Neatly groomed, no visible tattoo's or piercings other than 1 earring per ear.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

We host a monthly employee celebration, including a luncheon and interactions with all team members. We have a diverse group of employees, both local and from other countries.

Local Cultural Offering:

Summer activities include mountain hiking, kayaking, fishing, boating, bicycling, & climbing.

Local events: <https://www.visitwhitemountains.com/events/>

Summer fun around North Conway: <https://northconwaynh.com/summer-fun/>

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Housing is on-site in our hotel rooms. TV, Refrigerator (mini), Microwave, Coffee Maker, Telephone, Bathroom, Air Conditioning. 1992 White Mountain Hwy, North Conway, NH 03860

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Complimentary

Phone Service: Yes

Description:

Complimentary

Kitchen facilities: No

Description:

Cooking in the room is not allowed, other than in the microwave

Laundry facilities: Yes

Description:

Participants can utilize the on-site, coin-operated laundry that is also available for the hotel guests. Approx. \$3 per load.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Up to 4 participants will be housed in one of our hotel rooms. Rooms will be same sex only.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Deposit will be due upon arrival

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit is refundable so long as housing is left in good condition and the participant stays until their agreed upon end work date.

Details About Deposit Refund:

Deposit will be refunded at end of season

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is on-site

ARRIVAL INFORMATION

Arrival Instructions:

There are two options for your travel to North Conway, New Hampshire. The employer suggests flying into Boston International Airport (BOS), which offers more flight options and is typically more affordable for students.

1) Boston Logan International Airport (BOS)

We recommend that students fly into Boston Logan International Airport (BOS) and take a bus to North Conway, New Hampshire (approximate travel time 3.5 hours). A one-way bus ticket to North Conway will cost about \$42.00. The Concord Coach Bus (<https://concordcoachlines.com/>)

2) Portland International Airport (PWM)

Students also have the option to fly into Portland International Jetport (PWM), but it will most likely be more expensive. You will need to take a bus to North Conway.

Students MUST email their arrival information to Christine Pandora at the Hilton Garden Inn - cpandora@aonhg.com at least 2 WEEKS before arrival to the United States.

Suggested Arrival Airport:

Boston Logan International Airport, BOS, Over 50 miles

Portland International Airport, PWM, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Garden Inn North Conway
1992 White Mountains Hwy
North Conway, New Hampshire 03860
hgi.com/northconway
603-307-1205
\$0 to \$25

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will receive an onboarding link to their email address.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

Social Security Office Information Physical Address: 177 MAIN ST, LITTLETON, NH 03561 (45 minutes away)- A manager might be available to assist with transport, but there's no guarantee, so we recommend planning to get an Uber and splitting the cost with other participants. Phone: 1-877-405-7658 TTY: 1-800-325-0778 Fax: 1-833-515-0445 Hours: Monday 9:00 AM - 4:00 PM Tuesday 9:00 AM - 4:00 PM Wednesday 9:00 AM - 4:00 PM Thursday 9:00 AM - 4:00 PM Friday 9:00 AM - 4:00 PM Saturday Closed Sunday Closed

Nearest SSA Office: Littleton, New Hampshire, Less than 50 miles

Other:

Wage Payment Schedule:

Pay is bi-weekly. Work week is Monday - Sunday. Pay day is Tuesday, every other week

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

As this is an upscale hotel environment, employees are required to look professional, clean and properly uniformed

Second Job Availability: Yes, likely

Applicable Company Policies:

We operate a very efficient hotel and everyone is equally busy. Employees are given appropriate breaks but are expected to be productive and focused while on the job.

*Participants housed on the property **do not** have access to hotel amenities such as the Fitness Center, Pool, or lobby. Employees can eat at the restaurant while **not** working at a discounted menu price. There is no fraternizing with hotel guests or overnight visitors allowed to participants housed on the property.*

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Internet Cafe

Walking Distance from Housing:

Shopping Mall, Bank, Restaurants, Internet Cafe

In Town, Requires Transportation:

Post Office, Fitness Center, Public Library