



WORK & TRAVEL USA

## Atlantic Management Atlantis Inn - Housekeeping

### HOST INFORMATION

#### **Company Description:**

*The Atlantis Inn is located in Rehoboth Beach, Delaware just 1.5 blocks from the beach and boardwalk right on Rehoboth Avenue. We are surrounded by a lot of great restaurants and stores. The beach is just a short 3-5-minute walk. During the summer season, Rehoboth Beach is very busy with tourists, and our property is located right in the heart of it all. Our hotel has a total of 94 guest rooms including suites with full-size kitchens. During the summer, the temperature stays between 80-100 degrees Fahrenheit (25-35C). The Atlantis Inn has been welcoming J-1 students for over 15 years and looks forward to working with new students each year.*

***We provide on-site housing and gather our staff for lunches throughout the year and a final dinner at the end of the J-1 student season. Rehoboth Beach is a great small-town yet big beach destination.***

*Due to housing arrangements, we are accepting females only.*

**Host Website:** <http://www.atlantisinn-rehoboth.com>

**Site of Activity:** Atlantic Management Atlantis Inn

**Parent Account Name:** Atlantic Management

**Host Address:** 154 Rehoboth Avenue Rehoboth Beach , Delaware , 19971

**Nearest Major City:** Philadelphia , Pennsylvania , Over 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

*Housekeepers are responsible for the cleaning of guest rooms and common areas. Housekeepers will be trained on the proper cleaning (including timeliness) of the guest rooms. Cleaning includes changing linens, wiping, scrubbing, sweeping, mopping, vacuuming, disposing of garbage and disinfecting sinks, toilets and bathtubs/showers. Light maintenance may be required as needed to include changing light bulbs, disposing of garbage and other duties as assigned by the supervisor. There may be additional hours available through other departments of the hotel in an effort to help you get more hours. Housekeeping generally starts at 9:30 am and works until ALL guest rooms are cleaned. You can also be working in the laundry room: sorting laundry to be cleaned according to linen type (bed sheet, towels, etc.) placing or feeding laundry into large washers, dryers, towel processing machines and ironing machines, inspecting and evaluating the quality of linens, sorting, folding and counting linens for delivery, collecting soiled linens in bags for laundering and transporting them to designated areas, keeping laundry machines, floor, and all other equipment clean and free from laundry lint and soap remains, dirt or delivering clean linens to housekeeping.*

*Possible bonus terms - We require a commitment of your arrival date (start work) through at least 9/20 unless your DS Date is before 9/20. If this is the case, please talk with management for commitment date to earn bonus. The bonus will be at management discretion provided you stay the duration, the bonus will be paid to you in the amount of \$.50 per every hour worked*

*Atlantic Management has 2 hotel properties within 1 mile of each other. The Atlantis Inn and the Beach Boutique Hotel. Additional hours are available and students could be asked to work at both locations in the housekeeping department*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

*Tips are solely dependent on the guest and earned by the level of service they receive.*

**Estimated weekly wages including tips:** \$500

**Bonus:** Yes

*Please see job description for full details*

*\* All figures above are pre-tax*

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 24

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

*Students will work a minimum of 24 hours per week in May. Hours are expected to increase as the summer season gets busier.*

**Average number of hours per week reached by last year's seasonal employees:** 32

**Overtime Policy:**

*Yes, paid after 40 hours*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Lifting requirement of 30lbs.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Other qualifications or conditions*

*Description:*

*Most importantly candidates must be outgoing, have a great attitude and very engaging. Must be able to complete assigned in*

*the allotted amount of time. Students must be committed to this job and treat the job as their first priority. Special scheduling can be difficult to accommodate second jobs so any second jobs should be scheduled on days off and after 4pm only. The position requires constant movement, from making beds, cleaning bathrooms, vacuuming, etc. The ideal applicant should be motivated and committed to the hotel's goals. Lifting requirement of 30lbs.*

**Job Training required:** Yes

*Length of job training:*

*1-3 days*

*Hours per week during training period: 24*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employer will provide a company shirt*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Tan shorts (knee length or longer) or tan pants and non slip comfortable closed toe shoes.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Company Parties*

**Additional Details about Cultural Offerings:**

*The Atlantis Inn offers lunches throughout the season and a final group dinner at the end of the J-1 season.*

**Local Cultural Offering:**

*There is also a local Student Outreach Program that hosts dinners and other events for students - visit <http://www.j1rehoboth.com/> for more information.*

*E Point also offers organized budget friendly trips, please visit [www.ocstudentcenter.com](http://www.ocstudentcenter.com)*

## 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 located on site in our student apartment. The apartment has 2 large bedrooms (sleeps 4 students in each room), 2 large bathrooms (1 in each bedroom), a large kitchen area and a living room space to be shared by all students. Due to the close quarters this is female only housing. ALL utilities are included in the rent payment.*

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Free 24/7 access to wireless internet

Phone Service: Yes

Description:

Landline phones are available for calls within the US only in the lobby of the hotel.

Kitchen facilities: Yes

Description:

Participants will have a full kitchen located within their housing.

Laundry facilities: Yes

Description:

We have 24/7 guest laundry on-site that participants may use. Quarters and detergent are available at the front desk in the hotel.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 5

Suggested Occupancy Per Room: 1 - 5

Rooming Arrangement Description:

All rooming arrangements are to be handled by the students and is on a first come-first serve basis. Each student will have their own bed, closet and side table within the bedrooms. We do not allow males in our housing under ANY circumstances.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$120

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

You will be required to pay a housing deposit of \$200 upon arrival.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The housing deposit will be refundable less a \$50 deep cleaning fee. Any damage to the property or if the housing requires excessive cleaning, the deposit will be non-refundable. If any participant fails to complete their contracted dates or are terminated, the deposit is non-refundable.

Details About Deposit Refund:

The deposit will be refunded by being applied to the final check at the end of the season.

**Transportation to Worksite:**

Walking Commute Time

*Estimated commute time: Under 15 minutes*

*Description: Housing is located on the same site as the working location.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*Employer suggests flying into Dulles International Airport (IAD) which offers more flight options and is typically more affordable for students.*

*1) Dulles International Airport (IAD)- We recommend that students fly into Dulles International Airport (IAD) and take a bus, train or private transportation to Rehoboth Beach, Delaware. (approximate travel time 3-3.5 hours). The cost of a one-way bus ticket to Dover, Delaware will be about \$100.00. The cost of private transportation will be between \$100-200. You will need to set up additional transportation from the Dover bus station to Rehoboth Beach, Delaware (Dover bus station is approximately 1 hour away). If you decide to use train transportation you will need to set up additional transportation to Rehoboth Beach, Delaware from Wilmington, Delaware (approximately 1.5-2 hours away).*

*Please use the links below to organize transportation:*

*<https://www.amtrak.com/home.html> - Train Transportation*

*<https://www.greyhound.com/north> - Bus Transportation*

*<https://ocstudentcenter.com/> - Private Transportation*

*Students MUST email their arrival information to Sara Beebe, hotel manager at [sara@atlanticmanagement.biz](mailto:sara@atlanticmanagement.biz) at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.*

*Arrival can be anytime with prior notice as our hotel lobby is open 24/7. Please enter the hotel, stop by the front desk and an associate will assist you and take you to your company provided on-site housing.*

### **Suggested Arrival Airport:**

*Dulles International Airport, IAD, Over 50 miles*

*Philadelphia International Airport, PHL, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$100 to \$150**

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

NONE

HOTEL , CAN GET

STUDENTS , Delaware INTO HOUSING

ANY TIME

AT

\$0 to \$25

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Our Social Security office is located just 19 miles from our hotel. Local bus transportation is available or the use of private transportation (Uber, Lyft etc.). A letter of intent from our company will be provided to turn into the social security officer. This should help speed up the process. You must have all of your documentation with you when you go to get your social security number.

Nearest SSA Office: Lewes , Delaware , Less than 25 miles

**Other:**

Wage Payment Schedule:

All employees are paid on a bi-weekly basis. You have three options for how to be paid while you are working including paper checks, direct deposit to a local bank or by using a Global Cash paycard provided to you by the company.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

You will be required to wear a uniform top provided by the company during working hours. Please ensure there are no offensive tattoos visible, and all piercings are removed during work hours. Please ensure you are using proper hygiene while on the job.

Second Job Availability: Yes, likely

Applicable Company Policies:

First and foremost, this is your primary position. Second jobs need to work around your current schedule with Atlantis Inn.

Must be willing to work all weekends and holidays. Must be willing to work with different cultures and races.

Cell phones are not allowed to be used during work hours. Please speak with your supervisors in the event of an emergency.

Smoking is not allowed during work hours. Students are permitted to smoke on the balcony of their housing but NOT inside of the housing.

Schedules will be posted weekly by Fridays. Any and all requests for days off MUST be on the calendar by Thursday. The calendar is located in the back office where all employees have access to it.

Friends and family members will not be guaranteed the same shifts or the same days off.

You serve as a representative of our company and must display courtesy, respect, tact and discretion in all interactions with other employees, management, owners, guests, and members of the local community.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

**Walking Distance from Housing:**

Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

***In Town, Requires Transportation:***

*Food Market, Shopping Mall*