



Hampton Inn Kennebunk - Housekeeping

HOST INFORMATION

Company Description:

The Hampton Inn by Hilton is voted one of the best companies to work for.

As a Hilton branded hotel, we have extremely high standards to maintain and hire only the most professional team of staff.

We invite you to join our exceptional team this summer where you will gain valuable experience in the hospitality industry.

All new hires are given a comprehensive training for up to 2 weeks. Once trained you will be given your own job duties and expected to perform those duties to our high levels of expectations. In return we offer great pay and incentives for doing a great job.

We work hard but make sure we still have time for fun.

Lots of Pizza parties and work events!

Host Website: <https://www.hilton.com/en/hotels/pwmkehx-hampton-kennebunk-kennebunkport>

Site of Activity: Hampton Inn Kennebunk

Parent Account Name: Hampton Inn and Suites Wells Ogunquit

Host Address: 6 Independence Drive Kennebunk, Maine, 04043

Nearest Major City: Portland, Maine, Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

*Cleaning of guest rooms and public areas of the Hampton Inn & Suites.
Some duties may include Laundry*

Typical Schedule:

The job is usually from 8.30am to 4pm daily, with 1 -2 days off per week

Seasonal changes to job duties or available hours: Yes

Job duties will stay the same but the weekly schedule may change from week to week depending on the occupancy of guests in the hotel.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15.25

Eligible for Tips: Yes

Tips vary week by week dependant on guests

Estimated weekly wages including tips: \$579.5

Bonus: Yes

We do give out gift cards for students who go above and beyond and who get good reviews from guests

** All figures above are pre-tax*

Estimated average number of hours per week: 38

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 46

Potential fluctuation in hours per week:

Based on how many rooms are sold and how many employees scheduled to work that day

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

After 90 days Employees are eligible for Team Member rates from \$40.00 per night at Hilton Properties. This is also based completion job commitment.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

laundry bags and furniture moved

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 38

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

basic housekeeping training

Need to wear uniform: Yes

Uniform Policy:

We provide tshirts but employees must bring black workpants and closed in shoes

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform and hair up No tattoos visible and no facial piercing

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:

The southern Maine coast offers a blend of local arts and history. There are several historic sites to visit and local theaters. We are also close to Amtrak Downeaster which goes directly to Boston. Catch the Boston Red Sox at historic Fenway Park

Local Cultural Offering:

Sailing Trips

<https://www.schoonereleanor.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 will be provided at the hotel

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

wireless internet

Phone Service: Yes

Description:

reliable cell service

Kitchen facilities: Yes

Description:

There will be access to the employee breakroom, which has a hot plate, coffee maker and a full-size refrigerator. The room for housing has a small refrigerator, coffee maker, and microwave.

Laundry facilities: Yes

Description:

The laundry on site is coin operated

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Rooms will have two queen size beds and an additional bed if there is a 3rd occupant

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: on site

ARRIVAL INFORMATION

Arrival Instructions:

Nearest Airport is Boston Logan. Try to arrive early morning so you have the day to travel up to Maine.

It can take up to 4 hours to get to Maine as train departures can be limited.

Students should send us copies of their flight details so we can help you coordinate your onward travel from the airport to the hotel

Best mode of transport from Airport to Wells Maine is by train. Take a taxi from the Airport To North Station, Boston. Take the Amtrak Downeaster train to Wells, ME. If you arrive before 5pm we can arrange to have to picked up from the station in Wells.

Please send us your flight information at least 2 weeks prior to arrival

Jason Hallissey- General Manager

Jason.Hallissey@Hilton.com

Suggested Arrival Airport:

Logan Airport Boston, MA, BOS, Over 50 miles

Portland Jet Port, 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:

HI Boston
19 Stuart Street
Boston , Massachusetts 02116
[https://www.hiusa.org/find-hostels/massachusetts/boston-19-stuart-street?
utm_source=listings&utm_medium=local&utm_campaign=Yext23&utm_term=hostel&utm_content=HI_Boston&y_source=1_MTAyMTYxNDg1Ny03MTUtG9jYXRpb24ud2Vic2l0ZQ%3D%3D16175369455](https://www.hiusa.org/find-hostels/massachusetts/boston-19-stuart-street?utm_source=listings&utm_medium=local&utm_campaign=Yext23&utm_term=hostel&utm_content=HI_Boston&y_source=1_MTAyMTYxNDg1Ny03MTUtG9jYXRpb24ud2Vic2l0ZQ%3D%3D16175369455)
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

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

Details about how to apply for Social Security Number:

We do take you to the local Social Security Office within the first week of your arrival and then assist you with setting up a bank account etc.

Nearest SSA Office: Saco , Maine , Less than 25 miles

Other:

Wage Payment Schedule:

Students are paid every 2 weeks by check

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

It is against Company policy for employees to have visible tattoos, piercings other than ears. Long hair should be worn up and away from the face. Students should bring black or navy blue full length work pants. Cotton or canvas - no denim or stretchy pants Closed in shoes comfortable. No sneakers. Uniform Tea shirts will be provided upon arrival

Second Job Availability: Yes, likely

Applicable Company Policies:

We offer up to a 30 minute breaks if employees are working a full 6-8 hours shift. If employees smoke they can smoke in a designated staff smoking area during breaks only.

No cell phones are allowed during work times - only during break times - In emergencies family may call the hotel and we will allow staff to take a call during work times.

Staff are scheduled at least 1 day off per week.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Restaurants, Fitness Center, Public Library

Walking Distance from Housing:

Food Market, Restaurants, Fitness Center, Public Library

In Town, Requires Transportation:

Shopping Mall, Post Office, Bank

Unavailable:

Internet Cafe