



WORK & TRAVEL USA

Lafayette Hotels Boothbay Harbor Inn - Housekeeper

HOST INFORMATION

Company Description:

Welcome To Your Maine Waterfront Destination! We are located in the popular tourist destination of Boothbay Harbor, Maine. We see thousands of tourists every summer- this is a very busy place and you'll get to meet lots of new people, including locals and international students! We have hired students before, and always have international workers on staff each summer. We are located right next to Boothbay Harbor's Famous Footbridge so you can easily walk into town for shopping, boat rides and entertainment when you are done with work. We are located right on the water, so every day you come to work you will get a view of the harbor and the boats!

Check out our website for photos and videos! <http://www.boothbayharborinn.com/>

Host Website: <http://www.boothbayharborinn.com/>

Site of Activity: Lafayette Hotels Boothbay Harbor Inn

Parent Account Name: Lafayette Hotels

Host Address: 31 Atlantic Avenue Boothbay Harbor , Maine , 04538

Nearest Major City: Portland , Maine , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

This job will require you to complete two different jobs during your job agreement: 80-90% housekeeping and 10-20% laundry. Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, living area and deck/porch. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Cleaning upholstered furniture using vacuum cleaner.*
- Dusting furniture and equipment.*
- Emptying wastebaskets and cleaning them inside and out.*
- Cleaning tiled floors with the use of brooms and mops.*
- Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.*
- Replenishing trash bags, soaps, bathroom items, and other supplies.*
- Transporting all trash and waste to disposal areas, as instructed.*
- Cleaning refrigerator and microwave, and any additional appliances inside and out.*
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.*
- Perform all duties in a safe manner.*

Laundry workers process, clean, sort and organize linens to be distributed to guest rooms. Job duties may include:

- Sorting laundry to be cleaned according to linen type (bed sheets, towels, etc.)*
- Placing or feeding laundry into large washers and dryers and properly operating this equipment.*
- Inspecting and evaluating the quality of linens.*
- Sorting, folding, and counting linens for delivery.*
- Keeping laundry machines, floor, and all other equipment clean and free from laundry lint, soap remains, or dirt.*

- Collecting soiled linens in bags for laundering and transporting them to designated areas.
- Delivering clean linens to housekeeping areas.
- Replenishing supplies in the laundry and/or housekeeping departments

Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

Typical Schedule:

You must be available to work evenings, weekends and holidays. A typical shift is 8:30 am to 3:30 pm, although evenings shifts are possible.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

Gratuities are not guaranteed and are at the discretion of the guest. Excellent customer service is key in earning tips! Occasionally there will be groups in the hotel where a built in tip is given.

Estimated weekly wages including tips: \$560

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

July, August and September are the busiest months, June and October are slowest.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Overtime is possible, but NOT guaranteed Employees may receive a 50% discount on food purchased in the restaurant while they are working. They may receive a 25% discount when they are not working.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

You may be lifting up to 40 lbs a day on your feet.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Other qualifications or conditions

Description:

Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Must have the ability to read, write, and understand instructions given in the English language. Must have the ability to understand and respond to verbal instructions given in the English language. Employees will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending. These activities often also require considerable use of the arms and legs. Employees will be required to stand or walk for long periods of time. Employees may be required to lift, push, pull, or carry objects up to 40 lbs on a repeated basis. Employees must be able to work on occasion in an indoor, humid or hot environment without air-conditioning. Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity.

Job Training required: Yes

Length of job training:

2-3 days

Hours per week during training period: 30

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts will be provided. You must bring your own khakis or navy blue knee length shorts or slacks (no jeans). Shoes must be closed toed and non-slip.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform shirts will be provided. You must bring your own khakis or navy blue knee length shorts or slacks (no jeans). Shoes must be closed toed and non-slip.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Company Parties, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

You will find boat tours, lighthouses, sea kayaking and a variety of waterfront activities. In the area there are nature walks and hiking trails, botanical gardens, farmers markets, historic attractions and more. In the downtown there are many shops, galleries and restaurants.

Local Cultural Offering:

In June, the annual Windjammer Festival is a local and tourist favorite with a fantastic fleet of ships under sail. Watch as the beautiful windjammers sail in to Boothbay Harbor. Enjoy fireworks, a street parade, music in the town Whale Park, and meet a friendly group of pirates. Fun for all ages!

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Staff housing is located at the Seagate Motel, 138 Townsend Avenue, Boothbay Harbor. It is a 5 minute walk to the supermarket, a 7 minute walk to the pharmacy and a 10 minute walk to your job. The rooms are converted motel rooms and have a private bath, A/C and a small refrigerator. The rooms accommodate 2-3 students. Linens are provided. There is free wifi, a shared kitchen, a coin operated laundry and swimming pool on site.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

WIFI

Phone Service: Yes

Description:

Cell service or WIFI

Kitchen facilities: Yes

Description:

Community kitchen

Laundry facilities: Yes

Description:

Coin operated laundry

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

We ask for housing preferences (travelling with certain people you'd like to room with) and uniform sizing prior to arrival. Almost all of our onsite housing options are 3 students to a room. Generally housing is not co ed unless requested. We do allow and encourage friends to live together.

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:

Housing deposit will be deducted from your first paycheck

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit will be refunded at the end of the season following final room inspection

Details About Deposit Refund:

Final pay check

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: .5 miles

ARRIVAL INFORMATION

Arrival Instructions:

You will fly into Logan Airport located in Boston, MA. From there you will take a Concord Coach Lines bus to Portland, ME. When exiting Terminal E (International Terminal) the bus pick up is down to the right if you are facing the road. You will see signs for the busses, be sure to choose Concord Coach Lines, destination Portland. Portland is one hour and 15 minutes from Boothbay Harbor. Once you have made your travel arrangements, please email us with your flight information and expected arrival time in Portland. We will arrange your transportation to Boothbay Harbor.

www.concordcoachlines.com

Suggested Arrival Airport:

Boston Logan Airport, BOS, Over 50 miles

Portland I, PWM, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

The Hilton Boston Logan Airport

1 Hotel Dr

Boston , Massachusetts 02163

\$150 to \$200

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:

We will provide transportation to the Social Security office.

Nearest SSA Office: Augusta , Maine , Over 50 miles

Other:

Wage Payment Schedule:

Our work week runs from Thursday to Wednesday. You will be paid every two weeks, on a Friday.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No extreme hair colors or facial piercings. We are looking for students who take good care of themselves and take pride in their appearance and take the time to be professional in appearance for guests. Males with a beard should be neatly trimmed or clean shaven.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones must be put away during work hours. We expect our associates to be focused on their jobs when they are at work. You may speak with your manager for further details.

Days off with friends are not guaranteed. Based on the schedule of the business and how busy it is, the weekly schedule may change and you must be prepared to work accordingly.

You are expected to show up for work on time and not miss shifts. If you are going to be late or need to call out of work, you need to speak directly with your manager. Failure to do so will result in a warning.

Overtime is possible, but NOT guaranteed and should not be expected. Overtime, if available, will be granted to employees who are hard working, show up for work on time regularly, are responsible and deserving of this opportunity.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library