

## Lafayette Hotels Wonder View Inn - Facilities Associate

### HOST INFORMATION

**Company Description:**

Our hotel is located atop a granite terraced hillside where you will quickly discover the allure of Maine's rockbound coast! The ideal location of our hotel places us just minutes away from the host of attractions that make this corner of Maine one of the nation's most popular retreats. We have been hiring students for many summers and we have students from all over the world working for us! We are located close to the center of downtown Bar Harbor and you can take the Island Explorer (free shuttle) all over the area, the bus stop is in front of our hotel. We provide affordable housing on site and provide students with a list of fun things to do and see while you are in Bar Harbor for the summer. The Bar Harbor area possesses a great selection of activities, including Acadia National Park, a nature camp, a zoo and a lumberjack show. Bar Harbor continues to draw visitors by the thousands!

**Host Website:** <http://www.wonderviewinn.com/>

**Site of Activity:** Lafayette Hotels Wonder View Inn

**Parent Account Name:** Lafayette Hotels

**Host Address:** 50 Eden Street Bar Harbor, Maine, 04609

**Nearest Major City:** Ellsworth, Maine, Less than 25 miles away

### PLACEMENT INFORMATION

**Job Description:**

Facilities Associates perform a combination of duties to maintain guest rooms and/or public areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, and deck/patio. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.
- Checking guest rooms for needed repairs and/or items to be replaced.
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner or carpet cleaner.
- 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, toilets, counter tops, mirrors, door panels, shower curtains, and other property fixtures such as exterior lighting, railings, and pool area.
- Replenishing trash bags, soaps, bathroom items, and other supplies.
- Transporting all trash and waste to disposal areas, as instructed.
- Removing items from refrigerator, stove, and microwave.
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
- Wash and dry dishes and put them away in proper places
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training course.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

-Assist in laundry when needed.

**Typical Schedule:**

9 a.m. to 3 p.m. daily. Each employee is given at least one day off. Overtime hours assisting in the laundry room may be from 4 p.m. to 9 p.m. Overtime hours are granted on a merit basis.

**Seasonal changes to job duties or available hours:** Yes

Additional hours and/or days off may vary depending on the level of business of each week.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** Yes

Tips are given by guests at their discretion and are not guaranteed. The amount earned in tips will vary greatly.

**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:** 50

**Potential fluctuation in hours per week:**

Peak weeks include weeks with near 100% occupancy at the hotel, deep cleaning, etc. Low weeks include weeks with below 50% occupancy at the hotel with additional work being limited

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Discounts at our on-site market and gift store. Use of amenities on property (without taking away use from paying guests), such as pools, gas grills, etc.

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Will be required to push or pull a linen cart, lifting linen bags, moving furniture, etc.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Other qualifications or conditions*

*Description:*

*-Student will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. -Will be required to work in small spaces such as shower and toilet areas. -Employees must be able to work continuously in an indoor environment. -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:*

*Varies*

*Hours per week during training period: 36*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*This position will be on the job training. Skills and attributes of the job will be taught by other associates in this position and learned on the go.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Comfortable pants/shorts/footwear is required. The hotel will provide t-shirts with company logo for student to wear while working.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Appropriate clothing with work provided t-shirt.*

## 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:**

*We host pizza and ice cream parties each Summer. There is also an opportunity to participate in an annual walk/run/bike event in August to raise money to cure cancer. Bar Harbor is also home to Acadia National Park with lots of hiking and biking opportunities available.*

**Local Cultural Offering:**

- *Discounts on boat and bus tours*
- *Art in the Park Festivals*
- *Bar Harbor Music Festival*

- 4th of July Celebrations
- Seaside Cinemas outdoor movie nights
- Balkan parties at local restaurants monthly
- Local craft fairs

## 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:**

On-site converted hotel rooms; no phone; 2-4 students per room; separate common kitchen. Common kitchen has stoves, microwaves, refrigerator, utensils and internet access. Coin operated laundry is available. \*Please note that although we hire couples, housing is not co-ed. All females will be living with females and all males will be living with males. We are unable to accommodate couples sharing a room.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Wifi is available throughout the property, including associate only areas.

Phone Service: Yes

Description:

Reliable cellular service is available throughout the property. For those without a SIM card, you can use the land lines at the office for emergency/business purposes only.

Kitchen facilities: Yes

Description:

Common kitchen

Laundry facilities: Yes

Description:

Coin-Operated

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

\*Please note that although we hire couples, housing is not co-ed. All females will be living with females and all males will be living with males. We are unable to accommodate couples sharing a room. Please also note that if you'd like to request to live with your friend(s), please communicate with the hotel directly so we can do our best to accommodate your request.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$110

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

*Housing Deposit: Yes*

*Cost: \$110*

*Description:*

*\$110.00 housing deposit is required and will be automatically deducted from the first payroll check.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*The deposit will be refunded based on an inspection made by a member of our management team upon your departure.*

*Details About Deposit Refund:*

*The deposit will be refunded only if the Manager performing the inspection finds your space in a clean manner and free of damage. The deposit will be refunded by means of a check and it will be included in your final payroll check.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: On-Site*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*If arriving in Boston or Portland, take the Concord Coach Line to Bangor. Bar Harbor Shuttle system is available from Bangor to Bar Harbor. Total transportation cost is \$100-\$150.00 if arriving from Portland, ME or Boston, MA.*

*If arriving to Concord Coach, the Downeast Transportation bus (Island Explorer) picks up and will drop you off at Malvern Belmont in Bar Harbor. From Malvern Belmont, we should be able to arrange for a staff member to pick you up given 48 hour notice of your travel plans. Please be sure to be in contact with Katie regarding your travel plans prior to leaving for the U.S.*

*[www.concordcoachlines.com](http://www.concordcoachlines.com) \$50-65*

*[www.barharborbangorshuttle.com](http://www.barharborbangorshuttle.com) \$100+*

*\*\*Please keep Katie informed of your travel plans. Send an e-mail update with your arrival date, arrival location and time.*

**Suggested Arrival Airport:**

*Portland International Jetport Maine, PWM, Over 50 miles*

*Logan International Airport, BOS, Over 50 miles*

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Fireside Inn*

*570 Main Street*

*Bangor, Maine 04401*

*<https://www.firesideinnbangor.com/>*

*\$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:

The Social Security Office is located in Bangor, Maine - approximately an hour or so drive from Bar Harbor. We will arrange several scheduled dates for groups of students to be transported to the office in order to apply for their social security cards. Your supervisor will communicate with you regarding which date you will be scheduled to go.

Nearest SSA Office: Bangor, Maine, Less than 50 miles

**Other:**

**Wage Payment Schedule:**

Employees will be paid every two weeks.

**Meal Plan:** Not available

**Provide Certificates/Performance Evaluations:** Yes

**Hire in Groups:** Yes

**Maximum Group Size:**

**Grooming Requirements:**

No metal besides modest earrings; no fad or off-colored hair; neat non fad hairstyle.

**Second Job Availability:** Yes, likely

**Applicable Company Policies:**

Second jobs are readily available once in the busy season, beginning in July. Our employment must take precedence over second job scheduling to qualify for housing. Students may work more than one position for our company, but we try to avoid overtime situations. Our housing is basic, but quite inexpensive relative to housing in Bar Harbor. We require students to respect those around them and adhere to housing rules and quiet hours. Wireless internet access is available at various hot spots on the property. Hotel common areas and facilities are for guest use only, but our grounds are expansive and plenty of activities are available within the park and in Bar Harbor. The park and town transportation system picks up individuals on property.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Bank, Restaurants, Internet Cafe, Public Library

**Walking Distance from Housing:**

Food Market, Post Office, Bank, Restaurants, Internet Cafe, Public Library

**In Town, Requires Transportation:**

Shopping Mall, Fitness Center

