

SB Glen Cove Inn and Suites - Housekeeping

HOST INFORMATION

Company Description:

Our property offers a welcoming, professional, and team-oriented workplace where guest service excellence and cultural exchange are highly valued. Boothbay is a classic New England beach town, known for its beautiful coastline, historic villages, local shops, and vibrant summer tourism. The peak season runs from late spring through early fall, creating an energetic work environment with consistent hours. Summer temperatures typically range from 65-85°F (18-29°C), while spring and fall are cooler. The hotel is fully climate-controlled for year-round comfort. Students will gain hands-on hospitality experience while interacting with guests from across the United States and around the world. Outside of work, exchange visitors can enjoy beaches, coastal walks, kayaking, local festivals, farmers markets, and seasonal events. Nearby cities such as Portland and Boston are easily accessible for day trips. We offer structured training, a supportive management team, and an inclusive workplace culture.

Host Website: <https://www.glenkovemotel.com>

Site of Activity: SB Glen Cove Inn and Suites

Parent Account Name: SB Management LLC

Host Address: 866 Commercial Street Rockport , Maine , 04856

Nearest Major City: Boothbay Harbor , Maine , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Hotel housekeeping staff are responsible for maintaining cleanliness, order, and overall guest comfort throughout the property. Duties typically include:

Guest Room Cleaning:

- Clean and sanitize bathrooms, including toilets, showers, sinks, and mirrors
- Make beds and replace linens and pillowcases
- Dust furniture, fixtures, and surfaces
- Vacuum carpets and mop hard floors
- Empty trash and replace liners
- Replenish guest amenities (towels, toiletries, coffee supplies, etc.)
- Inspect rooms for damage, missing items, or maintenance issues and report findings
- Clean and maintain lobbies, hallways, stairwells, elevators, and restrooms
- Wipe down high-touch surfaces such as door handles, railings, and elevator buttons
- Ensure public spaces are tidy, stocked, and welcoming
- Laundry & Linen Care
- Collect, sort, wash, dry, fold, and distribute linens and towels
- Properly handle soiled or damaged linens according to hotel standards

Inventory & Supplies

- Track and restock housekeeping carts and storage areas
- Report low inventory levels to supervisors

Health, Safety & Compliance

- Follow hotel cleaning standards and safety procedures
- Use cleaning chemicals and equipment properly
- Comply with OSHA and infection-control guidelines

Guest Service & Communication

- Respond politely to guest requests and questions
- Maintain guest privacy and confidentiality
- Coordinate with front desk and maintenance teams

Additional Responsibilities

- Perform deep-cleaning tasks as scheduled
- Assist with special projects or seasonal cleaning
- Adhere to time standards and productivity expectations

Typical Schedule:

Monday-Sunday 9-4 (hours and days off are subject to change)

Drug Test required: No

COMPENSATION

Hourly Wage: \$15.1

Eligible for Tips: Yes

Workers can receive tips from guest rooms

Estimated weekly wages including tips: \$575

Bonus: No

* 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: 40

Potential fluctuation in hours per week:

Peak months with sold out rooms July and August should average out. Slower check-in or check-out weeks in June or September may put a factor in minimum hours.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounted weekly room rate of \$100 a week

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

2-3 hours

Hours per week during training period: 36

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Housekeeping training course

Need to wear uniform: No

Dress Code: Yes

Description:

Black or Khaki pants with a shirt the hotel will provide

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Glen Cove Inn & Suites offers cultural exchange through company gatherings, holiday events, potlucks, and movie or game nights. We share local event information and help organize trips to beaches, nearby attractions, shopping, and cities like Portland or Boston

Local Cultural Offering:

Rockport offers local attractions, seasonal festivals, farmers markets, and events hosted by the local chamber of commerce. Students can enjoy beach events, town celebrations, and student-friendly activities in the Rockport, Camden and nearby coastal towns.

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:

Glen Cove Inn provides employer-owned, on-property housing for participants. Housing is located directly on the hotel property, allowing easy access to the worksite. Move-in instructions and expectations will be provided prior to arrival. Housing is fully furnished and includes TV, microwave, refrigerator, bedding and linens, private bathroom, air conditioning, and access to an on-site pool. Basic utensils are provided where applicable. Housing is clean, safe, and designed for shared living, with clear policies regarding cleanliness, noise, and respectful behavior. Any housing-related costs, if applicable, will be communicated in advance. The housing address is the same as the hotel property and will be confirmed prior to arrival.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

FULL SPEED WIRELESS INTERNET

Phone Service: Yes

Description:

LANDLINE FOR HOTEL

Kitchen facilities: Yes

Description:

IN HOUSE - kitchenettes with small stove or electric burner, microwave, and mini fridge in each room

Laundry facilities: Yes

Description:

BOTH AVAILABLE

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Two students (same gender) will share one hotel room with two full size beds. Students are able to make roommate requests prior to arrival (same gender only).

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

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:

Glen Cove Inn provides employer-arranged pickup and drop-off when scheduled in advance. Participants must email flight details at least 7 days prior to arrival. Pickup is available from Portland International Jetport (PWM), located approximately 35-45 minutes from Rockport. Arrivals should be scheduled Monday-Friday between 9:00 AM and 6:00 PM unless approved otherwise. Public transportation options are limited; employer pickup is recommended. We also provide transportation to local grocery stores and the Social Security office and share information about local transportation and community resources.

Suggested Arrival Airport:

Portland International Jetport, PWM, Less than 25 miles

BOSTON LOGAN INTERNATIONAL AIRPORT, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$75 to \$100

If arriving after regular hours:**Suggested After-Hours Accommodation:**

sb management llc
866 Commercial St
Rockport, Maine 04856
207-564-4062
\$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:

Glen Cove Inn will assist participants with applying for a Social Security number by providing transportation to the nearest Social Security office. Management will help schedule the visit, provide directions, and ensure participants have the required documents for their appointment.

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

Other:

Wage Payment Schedule:

WEEKLY, DIRECT DEPOSIT

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Glen Cove Inn maintains professional hospitality grooming standards. Employees must present a clean, neat, and professional appearance at all times. Good personal hygiene is required. Facial hair must be clean, well-groomed, and professional in appearance. Visible tattoos must be tasteful and may need to be covered if deemed inappropriate for a guest-facing environment. Piercings should be minimal and professional. Hair must be clean and neatly styled.

Second Job Availability: No, unlikely

Applicable Company Policies:

Glen Cove Inn maintains a professional and respectful workplace. Employees are expected to arrive on time, follow schedules, and provide courteous guest service. Cell phone use is not permitted in guest-facing or work areas except during approved breaks. Smoking and vaping are not allowed inside the hotel or work areas and are permitted only in designated outdoor areas. Schedules are provided in advance and may vary based on occupancy and business needs. All employees must follow safety, conduct, and hotel policies at all times.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

Food Market, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center