

## The Belmont Inn - Housekeeper and Breakfast Attendant

### HOST INFORMATION

**Company Description:**

### *Why work for us?!*

- Free breakfasts most days
- Affordable housing close by - females only please!
- We are located in the heart of Coastal Camden Village in Maine - one of the most beautiful and peaceful places in America!

### *Welcome to The Belmont Inn, a bed and breakfast in Camden, Maine!*

*We are proud to be one of the Premier Bed and Breakfasts in Camden and have a 5-star rating on TripAdvisor.*

*Elegant and upscale, The Belmont Inn has been a welcoming home-away-from-home for travelers since the 1920's. Built as a family home in 1891, this free classic Queen Anne Victorian retains the architectural details of a Maine home built in the late 19th century.*

### *Come discover why we are a favorite destination for travelers!*

**Host Website:** <https://www.thebelmontinn.com/>

**Site of Activity:** The Belmont Inn

**Parent Account Name:** The Belmont Inn

**Host Address:** 6 Belmont Ave #2029 Camden , Maine , 04843

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

### PLACEMENT INFORMATION

**Job Description:**

*This job is split shift. In the mornings you will assist with the breakfast responsibilities, and after breakfast, late morning, is when you transition to the housekeeping responsibilities.*

*The Housekeeper will be responsible for cleaning the guest rooms. Job duties include:*

- Undergo training and sign the company's contract
- Understand the company's policy on work shifts, guest's possessions and privacy issues
- Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies, vacuuming, dusting and rearranging the room after guests check out
- Cleaning the bathrooms is required, including sinks, toilets, bathtubs and showers. Cleaning chemicals will be provided, as will gloves
- Report and return any guest properties found in the rooms while rendering service
- Report cases of property damage in commercial spaces to supervisor

- Clean, disinfect and store all equipment at the end of the shift
- Maintain a positive relationship with employees and guests
- Monitor and report on the inventory of cleaning supplies
- Respond to calls for housekeeping problems, such as spills and broken glass
- Collect and remove trash and debris
- Assist with laundry management, including washing, drying, ironing and sorting linen
- Report, turn in and log all lost and found items
- Clean upholstered furniture
- Perform detailed deep cleans when required

The Breakfast Attendant will be responsible for serving breakfast and drinks to guests, greeting them as they enter the dining room, and clean up of the dining room after breakfast is finished.

**Typical Schedule:**

You must be available to work weekends and holidays. We are open 7 days a week. Set schedules or days off with friends are not guaranteed and based on the schedule and business needs.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$19

**Eligible for Tips:** Yes

Tips are possible but not guaranteed and based on performance. This can average about \$225per week.

**Estimated weekly wages including tips:** \$945

**Bonus:** Yes

A potential end of season bonus is based on work performance, if you don't have any major program infractions, if you work until your agreed-upon end date, and leave your housing in good condition.

\* All figures above are pre-tax

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

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

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

Some weeks are busier than others, so the schedules will change with business needs. Some weeks you may work 4 days per week, sometimes you will work 6 days per week. Overtime is not guaranteed.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

When possible, breakfast will be provided at no charge.

## JOB REQUIREMENTS

**English Level required:**



Upper-Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

### *Lifting*

*Lifting requirement: 50lbs/22kgs*

### *Description:*

*You need to be able to lift/pull/carry up to 40 pounds(trays and pans of food) and push up to 100 pounds.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Working under direct sunlight*

*Other qualifications or conditions*

### *Description:*

*Politeness and good Customer Service are expected in all positions. To work in HOUSEKEEPING: Employees can't have allergies to cleaning chemicals or dirt/dust. Face masks will be provided, if needed. Must have the ability to read, write, and understand instructions given in the English language, and understand and respond to verbal instructions given. Housekeeping is a more physical position - standing, walking, bending, lifting, pushing and pulling motions.*

**Job Training required:** Yes

*Length of job training:*

*1-2 weeks and ongoing as necessary*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Please bring closed-toe, non slip shoes, comfortable for wearing all day.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*No crop tops, short shorts or skirts, no tipped or torn clothing, no spandex. No flip-flops or open toed sandals allowed.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Trips to Major City, Potlucks or Dinners, Holiday Events, Company Parties*

### **Additional Details about Cultural Offerings:**

*We are happy to guide you on fun social and holiday activities. Camden has a lot of outdoor activities and beaches close by. We are a close knit family to work for. We can also advise on fun sailing activities.*

## 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:**

*There is housing available 1/2 mile from work, managed by a prior Work and Travel participant!! There will be other j1 students living there. Beds, linens, sheets, towels and blankets are all provided.*

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Wifi available

Phone Service: Yes

Description:

Cell service is available

Kitchen facilities: Yes

Description:

You will have access to a fully equipped kitchen to cook your own meals.

Laundry facilities: Yes

Description:

You will need to purchase your own laundry detergent.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

You may have a roommate in your room, so this is a shared space.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: No

Description:

You will need to pay your housing provider separately.

Utilities Costs: No

Housing Deposit: No

**Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is less than 1/2 mile from work. Employer can help provide transportation on rainy days.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: you can rent or purchase your own bike

## ARRIVAL INFORMATION

**Arrival Instructions:**

The largest airport is in Boston Mass (BOS), which is about 3.5 hours away.

Another closer, large airport is in Portland, Maine (PWM) and is about two hours away.

Both airport provide a bus to Rockport/Camden, Maine. The PWM airport will be closer and a shorter bus ride. You will be responsible for flying into the airport of your choice and getting on the Concord Coachlines. to Camden/Rockport, Maine.

*Your employer will meet you at the bus station in Camden/Rockport, Maine, on route 1.*

*The best bus option is Concord Coachlines. <https://concordcoachlines.com/>*

*The bus stop you need to get to is Maritime Farms in Camden/Rockport, Maine. Your employer will pick you up here.*

*Please be sure to email your itinerary to your employer at least two weeks before your arrival, so they can be prepared to pick you up from the bus stop. There are no hours that are too late!*

***Suggested Arrival Airport:***

*Portland International Airport, PWM, Over 50 miles*

*Boston 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:***

*Hilton Garden Inn Portland Airport*

*145 Jetport Blvd*

*Portland , Maine 04102*

*<https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/>*

*(207) 828-1117*

*\$75 to \$100*

## 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 help provide assistance and/or knowledge on how to get to the social security office!*

*Nearest SSA Office: 169 Camden St, Rockland , Maine , Less than 10 miles*

***Other:***

*Wage Payment Schedule:*

*Students are paid bi-weekly via paycheck.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Must be clean, bathed and not wear very short skirts//shorts or torn clothing.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*No cell phones while working, and this is a non smoking property.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center*

***Walking Distance from Housing:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center*

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

*Food Market, Shopping Mall, Post Office, Bank, Restaurants, Public Library*