



WORK & TRAVEL USA

## Travelodge of the Outer Banks - Housekeeper

### HOST INFORMATION

**Company Description:**

*Our hotel is locally owned, and while we do have high standards for our staff, we want everyone to feel like family here!*

*Come spend your summer at the beach in the Outer Banks of beautiful North Carolina! During the summer, visit the Wright Brothers National Memorial, the birthplace of flight, or stop off at historic Hatteras Lighthouse and Currituck Beach Lighthouse. View the Outer Banks from Jockeys Ridge State Park, the tallest natural sand dune system in the eastern United States. Visit the North Carolina Aquarium on Roanoke Island, home to the largest shark collection in the state, or spot the majestic centuries- old Corolla Wild Horse colony. Visit the Waterside Theatre on Roanoke Island and attend The Lost Colony, the longest- running symphonic drama in the nation. Other leisure activities include beach walks or a trip to the OBX water park.*

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

**Site of Activity:** Travelodge of the Outer Banks

**Parent Account Name:** Travelodge of the Outer Banks

**Host Address:** 804 N Virginia Dare Tr , PO Box 1349 , Kill Devil Hills , North Carolina , 27948

**Nearest Major City:** Norfolk , Virginia , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Our housekeeping staff interact with our guests. We clean the rooms very well after each check out. This includes striping and making beds, cleaning floors, bathrooms, and all areas in each room. We also clean guest rooms while they are in house which is referred to as a stay over but that is upon guest request only. Cleanliness is very important to our guests and we want employees who take pride in the job they do. Other duties may include public area cleaning such as vacuuming hallways, dusting pictures on the wall, cleaning elevator floors etc.*

**Typical Schedule:**

*Scheduled hours are 5 days 8 hours per day max. Some days are less demanding than others. You may finish work in less than 8 hours. You help others if you finish early. Weekends are required.*

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

*The schedule could change if we have a day that we have more check outs than planned. But this is not typical.*

**Drug Test required:** No

### COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

*Housekeepers may receive tips from guests but tips are not guaranteed.*

**Estimated weekly wages including tips:** \$600

**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:**

*If the hotel is not busy and the ladies finish their list early is usually the reason for reduction in hours or there are fewer check outs than normal.*

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

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*As a Wyndham employee, you can travel to any Wyndham hotel for a discounted rate. We will provide you with the voucher to get the reduced rate if you decide to travel after your work program.*

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Standing for entire shift*

*Handling cleaning chemicals*

**Job Training required:** Yes

*Length of job training:*

*8 hours*

*Hours per week during training period:* 40

*Different wage during training period:* No

*Start on specific day of the week:* No

**Training requirements:**

*The housekeeping manager assigned to your team will work with you to teach you everything about the job.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*You will provide black, tan or navy pants or capris and we will provide the hotel issued shirts. Tennis shoes are required. No open toe shoes are allowed for safety.*

*Cost of uniform:* \$0

*Uniform laundry:* Participant responsibility

**Dress Code:** Yes

*Description:*

*Tennis shoes , capris or long pants solid colors allowed (tan, navy, black) and the hotel will provide the uniform shirt.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

*There are local groups here who provide dinners and other activities for our students in the area as well as trips to the Capital, etc. We often do employee luncheons as well.*

**Local Cultural Offering:**

*a local church The Ark does exchange students nights during the summer with free food, music, etc*

## 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:**

*We have a 3 bedroom penthouse located above the hotel that our students reside in. The home provides television, cable, WIFI, bedding and linen, microwave, coffee pot, toaster oven, hot plates, dishes, pots and pans, refrigerator, ceiling fans, Air Conditioner, utensils, bathroom, and there is an outdoor pool you are allowed to use so bring your swim suit.*

**Lease Agreement:** No

**Onsite Amenities:**

*WiFi:* Yes

*Description:*

*We have free WIFI onsite.*

*Phone Service:* Yes

*Description:*

*We have a phone for the students to use for local calls. Most students get their own cell phones upon arrival.*

*Kitchen facilities:* Yes

*Description:*

*There is a basic kitchen in the apartment.*

*Laundry facilities: Yes*

*Description:*

*There is a laundry mat a short distance away. We have onsite laundry but these are typically in use by the hotel 24 hours a day during the summer season. If not in use, students are welcome to use it.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 3*

*Suggested Occupancy Per Room: 2 - 3*

*Rooming Arrangement Description:*

*Two of our rooms sleep 2 people and 1 room sleeps 3.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$100*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*weekly payment to manager. cash or check accepted only.*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Onsite*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Email us at [travelodgenagsheadbeach@gmail.com](mailto:travelodgenagsheadbeach@gmail.com) with your arrival info. There are several local contacts that do airport trips to pick up students and bring them to the housing location.*

*During summer months, there is a social security mobile application office in Kill Devil Hills. I do the appointments for all our students and take them to that office. It is just 5 minutes from the hotel.*

**Suggested Arrival Airport:**

*Norfolk International Airport, orf, Over 50 miles*

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Area Hotels  
Norfolk area  
Norfolk , Virginia 23451  
\$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:

Employer will provide information on how to get to the Social Security office, and if possible will provide transportation depending on timing and how many students need to go. Last year the Social Security office had mobile processing available in Kill Devil Hills so as soon as the appointment dates become available, we will schedule all students to attend.

Nearest SSA Office: Elizabeth City , North Carolina , Over 50 miles

**Other:**

Wage Payment Schedule:

Students will be paid every two weeks. Direct deposit to a bank account of their choosing.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

You are representing our business; we need you to look professional. Students must be neatly groomed, clean, neat and professional in appearance. No visible tattoos and no facial piercings. Must have normal colored hair (no pink, green, blue, etc). Must bathe regularly and wear deodorant. No overbearing perfumes or colognes. Clean hygiene is a must. Men must have clean shaven face and women must wear hair tied back.

Second Job Availability: Yes, likely

Applicable Company Policies:

Housing is provided at \$100 per person per week. NO ONE is permitted to stay in the housing provided but the paying students. Issues in the past have occurred where students attempted to have boy friends stay over. Because you share a home with 7 people NO other guest are permitted to keep the peace in the home for everyone. Cell phones are not permitted during working hours unless it is work related. Smoking is not permitted in the home or while at work. A second job CAN NOT interfere with your job here at the hotel. This is your primary job and always should be the priority.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Bank, Restaurants

**Walking Distance from Housing:**

Food Market, Post Office, Restaurants

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

*Shopping Mall, Bank, Restaurants, Fitness Center, Public Library*