



Olympia Companies Inn by the Sea - Room Attendant

HOST INFORMATION

Company Description:

Where “Luxury Comes Naturally.” Inn by the Sea, Southern Maine’s premier oceanfront resort noted for its authentic service, inspiring accommodations tailored to families, pet travel, and business clientele have been in business for 38 successful years.

Our winning recipe is our people, who consistently provide an approachable service and working environment. Our success and national recognition as a leading coastal resort property are driven by the participation, commitment, and performance of our valued team members.

Come to Maine to join an award winning team!

Olympia Hotel Management is a Maine-based company with hotels in New England and 9 other states. At Olympia, we expect excellence from ourselves in each and every property we manage. We achieve that excellence through the Values that guide our daily activities and priorities: Fun, Concern for Others, Trust, Accountability, and Continuous Improvement. We constantly seek out ways to improve ourselves and the services we deliver.

Portland offers award-winning dining, nightlife, historic sites, picturesque waterfront, art galleries, cultural activities, annual festivals and events and much more. There are plenty of things to do in and around the city!

Students at this property receive a 50% discount at the Inn by the Sea Restaurant and Spa. We offer multiple employee activities and celebrations through the summer. Coffee and tea is free all day! Average temps: High: 24°C, Low 13°C.

Host Website: <https://innbythesea.com/>

Site of Activity: Olympia Companies Inn by the Sea

Parent Account Name: Olympia Companies Management

Host Address: 40 Bowery Beach Road Cape Elizabeth , Maine , 04107

Nearest Major City: Portland , Maine , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Rooms:
Stock cart sufficiently based on room assignments
Utilize reports from Executive Housekeeper to avoid disturbing guests and maximize efficiency
Remove all dirty linen from beds and bathrooms and assess for blood borne pathogens. (It is the expectation that beds be stripped and refreshed with “clean” linen. Choosing NOT to change bedding will result in corrective action up to and including immediate termination.)
Remove trash and replace liners where necessary
Make beds neatly with fresh sheets and pillowcases, clean mirrors, windows and frames, dust all furniture fixture and frames. Ensure furnishings and fixtures are cleaned and placed properly. (Perform deep cleaning tasks when necessary)
Clean entire bathroom including floors, tubs, toilets, sinks and surfaces by kneeling, bending, squatting
Clean carpeting with vacuum and hose attachments for corners and edges

Ensure all guest supplies are replenished daily consistent with brand standards

Delete any existing voicemail messages on telephone

Verify items in guestroom are in good working order including TVs, lights, radio/clocks, hair dryer, coffee makers, A/C, heat

Check climate control for working conditions and leave on appropriate temperature before leaving the room

Laundry :

Separate items according to type- i.e.: towels, sheets, blankets, etc.

Wash items according to methods prescribed by equipment and cleaning chemicals

Pre-treat heavily soiled items

Dry all items using the proper heat setting

Promptly, fold, stack, and store all items laundered to minimize wrinkling

Set aside any stained or damaged items for Supervisor

Prepare Room Attendant's inventory orders for delivery

Clean dryer lint traps in the morning, and after each two hours of use (some locations performed by maintenance)

Public Area:

Clean office areas and public areas, i.e. lobby, hallways, stairways, public rest rooms, guest laundry room, exercise room, employee break room, fitness center, elevators, car ports, walkways, sidewalks, etc.

Post safety signage, i.e. wet floor signs

Pick up soiled linens from Room Attendant carts and transport to laundry department for cleaning

Remove trash from Room Attendant carts and transports to hotel dumpster

Deliver clean linens to Room Attendants; deliver supplies to Room Attendants as requested i.e.; bedspread, pillow, blankets, light bulbs

Receive stock and place it in its appropriate place; organize, and restock guest supplies in all storage rooms to ensure adequate amounts are available and stored neatly to reduce damage and waste of products

Empty trash receptacles, restock bathroom supplies, vacuum and/or mop floors, wipe down machines, restock paper cups for water coolers

Check Fitness Center to make sure all equipment is in working order

Appropriately stock and maintain coffee station

Assist the Front Desk with any requests,

Typical Schedule:

* Must be flexible with schedule * Must sometimes work nights, holidays and weekends.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

Not guaranteed, may be left by guest.

Estimated weekly wages including tips: \$660

Bonus: Yes

A one-time \$300 bonus would be issued in your final pay check upon successful completion of the work and travel program (once approved by departmental manager/supervisor).

* 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:

slower in May and June, busier with more hours in July, August, and September. Overtime is possible but must be approved by manager.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Employees receive a 50% discount on services at the Spa at the Spa Director's discretion. %50 Discount at the restaurant & lounge. Private Beach Access. Free use of on property fitness center.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

• Occasional lifting overhead to obtain laundry, bedding and supplies, • Frequent lifting of trash, laundry, supplies, etc.tc. This is a very physically demanding job that requires extended periods of walking, standing, bending, lifting, twisting and kneeling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

• Majority of time is spent standing and walking to perform duties, i.e. changing bedding, cleaning sinks, mirrors, dusting, vacuuming, etc. • Frequent bending while performing duties, i.e. changing bedding, cleaning bathrooms, dusting around floor edges, etc. • Frequent twisting while changing bedding, cleaning bathrooms, etc. Wear protective gear such as gloves, goggles, kneepads, etc. to work safely and prevent injury Read and follow safety labels on chemical bottles (Do Not Mix); understands the uses of all cleaning equipment; refer to MSDS sheets before use

Job Training required: Yes

Length of job training:

first week and on going if needed

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Preferred work experience.

Need to wear uniform: Yes

Uniform Policy:

We provide staff with three uniform shirts and two pair of pants at no charge. All staff are required to provide their own footwear. Footwear must be closed toed, rubber sole, and suitable for standing for long periods of time.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: *Yes*

Description:

Employees need to appear for work clean and well groomed. We maintain a conservative professional image. Tattoos need be covered. Facial or tongue piercings need to be removed while working. Employees must maintain a professional hair color and style, .i.e dying hair bright colors such as pink, blue, green, etc. would not be acceptable. Facial hair must be neatly maintained or staff must be clean shaven. Solid color white sneakers and uniform clothes need to be worn at all times during shift.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Company Parties, Sporting Events, Holiday Events, Past yr-Sunset Ferry Trip, Portland Paddle Kayaking

Additional Details about Cultural Offerings:

- *The working waterfront - a favorite of "foodies"*
- *Portland Head Light, (most photographed Lighthouse in the world!)*
- *Beautiful ocean beaches and parks (Two Lights State Park)*
- *Ferry to nearby islands; go whale watching*
- *Bus/train trips into Boston for a day*
- *LL Bean Store (20 minutes north)*

Local Cultural Offering:

- *Visit the Portland Museum of Art - largest collection of European art north of Boston, includes artworks by Picasso and Renoir. Enjoy free admission to all museums along with free cheese and wine (if 21 years of age) on the first Friday of every month with 'First Fridays' in the Art District*

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:

Students will be housed in downtown Portland at the Maine College of Art Dorms. Room will host up to 4 people per room with access to coin operated laundry, full kitchens, bedding and all kitchen supplies provided. You will be walking distance to all the great attraction in the historic Old Port. For the second half of the summer, students will be housed at the Double Tree Hotel in Portland. Rooms will host up to 2 people per room. This hotel is located right across from The Maine Mall with access to several shops and restaurants.

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

access will be explained upon arrival

Phone Service: Yes

Description:

by phone or email

Kitchen facilities: Yes

Description:

During the time period students are in the Maine College of Art dorms they will have access to a kitchen.

Laundry facilities: Yes

Description:

Coin operated washer and dryer

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Each room will have 2-4 same sex students unless a co-ed room is requested. We try to arrange rooming based on friend groups, but can not guarantee it.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$170

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

\$200.00 housing deposit is due upon arrival. (Must be paid in cash.)

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Refund of deposit is conditional on: You must remain employed through your agreed upon job end date, and the room, furnishings and linens must be left in clean and undamaged condition.

Details About Deposit Refund:

Cash Deposit will be kept handed back to student prior to departure, provided that above conditions are met.

Transportation to Worksite:

Employer-Provided Transportation

Estimated commute time: 15 to 30 minutes

Employer-Provided Transportation is free of charge

Description: Company Shuttle van the runs multiple times a day to and from their housing location

ARRIVAL INFORMATION

Arrival Instructions:

There are two options for your travel to Portland Maine. We suggest flying into Boston International Airport (BOS) which offers more flight options and is typically more affordable for students.

1) Boston Logan International Airport (BOS)

We recommend that students fly into Boston Logan International Airport (BOS) and take a bus or train to Portland, Maine (approximate travel time 2-2.5 hours). The cost of a one-way bus or train ticket to Portland will be about \$30.00. The Concord Coach Bus (<https://concordcoachlines.com/>) and the Amtrak Train Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center.

2) Portland International Airport (PWM)

Students also have the option to fly into Portland International Jetport (PWM) where the employer will be available to pick up students at the arrivals terminal. There would be not additional charge from this airport to your worksite.

Students must arrive between 9 a.m. and 9 p.m.. Once in Portland, Employer will arrange pick-up.

Please communicate your travel information with your employer at least two weeks prior to arrival. Details about a scheduled pickup will be communicated to the student prior to their departure.

Once you have arrived, we will arrange transportation to the Social Security office and assist you with establishing a bank account. We will also orient you to grocery stores, medical clinics etc.

Suggested Arrival Airport:

Boston International Airport, BOS, Over 50 miles

Portland International Airport, PWM, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Red Roof Inn PLUS+ Boston - Logan
920 Broadway
Saugus, Massachusetts 01906
www.redroof.com
781-941-1400
\$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:

If you do not already have a SSN you will need to apply for one at the local Social Security office. We recommend that you wait 10 days after your arrival in the U.S. AND be registered in SEVIS for at least two days before applying for your Social Security number. This will ensure that your Social Security number is issued as quickly as possible. You can check out the CIEE website for more information linked below. <https://www.ciee.org/in-the-usa/work/camp-exchange-usa/applying-for-social-security/> There is a Social Security office located down the street from where you are living so you will be able to walk there from the MECA dorms. The address is 400 Congress Street Unit 250 Portland, ME 04101. You will need to apply and schedule an appointment for your SSN through the link below: <https://www.ssa.gov/number-card/request-number-first-time>

Nearest SSA Office: Portland, Maine, Less than 10 miles

Other:

Wage Payment Schedule:

Our payroll is bi-weekly (every other Friday) and is paid through direct deposit once bank arrangements are made. Until then, you will be issued paper checks.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Uniforms will be provided, you are responsible for keeping uniforms laundered and in good condition. You must provide your own footwear - closed toed, rubber sole, and suitable for standing for long periods of time. Must appear for work clean and well groomed. We maintain a conservative professional image. Tattoos need be covered. Facial or tongue piercings need to be removed while working. Must maintain professional hair color & style. Facial hair must be neatly maintained or clean shaven.

Second Job Availability: Yes, likely

Applicable Company Policies:

Smoking is not allowed in any of our hotels. Must go outside to smoke, in designated areas only.

Scheduling - Our hotels operate twenty-four (24) hours per day, seven (7) days per week, year-round. The exact hours and days you might be scheduled to work may vary, depending on the requirements of your department. Due to the nature of our business, you may be required to work on a rotating basis or change your work hours or break periods from time to time. Your schedule will be posted on a weekly basis. It is your responsibility to confirm your schedule each week. Please remember that your job at the Inn take priority over other jobs you may have

Punching in and out - Punch in/out no earlier/after than 5 minutes prior/after to your shift. You must receive written approval from your supervisor otherwise. Punch in using an authorized workstation. Do not punch in on a personal device such as a cellphone, iPad, laptop, etc. Punching in on a personal device may result in corrective action up to and including termination.

Cell Phones - The employer expects its employees to use their mobile devices prudently while working. Excessive use of cell phones for non-business purposes results in a decline in the employee's efficiency which will show up in their performance. It is therefore to the benefit of all to consciously restrict personal use of mobile devices.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Restaurants

Walking Distance from Housing:

Food Market, Bank, Restaurants, Internet Cafe

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library