



Olympia Companies Inn by the Sea - Bus Person

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:

Supply dining room/bar and individual tables with clean china, glassware, utensils, condiments and paper supplies as needed
Assist dining room servers with keeping guests supplied with beverages. May also assist servers in carrying orders to tables
Remove dirty dishes, soiled linen, glassware and silver from the table and carries items to the dishwasher
Reset tables

Properly sort dirty items in appropriate areas to facilitate an organized dishwashing station

Fill condiment containers, ice, other bar/table supplies

Wipe chairs and booths; pick up debris from carpet or floor

Professionally and accurately take and deliver room service orders during high demand periods

Provide courteous guest service and responds to guest requests

Typical Schedule:

weekends, holidays and be flexible with schedule.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15.1

Eligible for Tips: Yes

Not guaranteed. May be left by guest. Tipped out by servers

Estimated weekly wages including tips: \$650

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:

seasonal business levels vary during start up period in May into early June. Thereafter is considered peak season.

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

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:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

• Moderate lifting waist to shoulder while performing duties, i.e. lifting trays on shoulder • Moderate push/pulling while performing duties, i.e. carts with food.

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

- Very physical position - Must be OK on feet majority of time and walking around

Job Training required: Yes

Length of job training:

1 week and on goign

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

You will be trained.

Need to wear uniform: Yes

Uniform Policy:

Uniforms and standards will be reviewed at the time of hire with your manager

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Uniforms and standards will be reviewed at the time of hire with your manager

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/later 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