



Beach Villa Motel and Cottages - Room Attendant

HOST INFORMATION

Company Description:

Beach Villa is a family owned and operated lodging business in the heart of Old Orchard Beach Maine. We are a short 3-5 minute walk to a beautiful beach and many stores, restaurants and entertainment including an amusement park and arcade, mini-golf, tennis courts, and walking and biking trails. We are close to bus and train transportation to more shopping and easy travel to Portland Maine, parts of NH and MA including Boston, MA. We have a friendly and welcoming work environment and have hosted work and travel students every year for the past 18 years. We keep in touch with many of the students that have worked for us in the past and many worked for us for more than 1 year. We have on-site housing for our staff so you do not need to travel to work and are able to walk to just about anywhere you would need to go. Old Orchard Beach is a very popular vacation destination May-October, with July and August being the busiest with warm, sunny weather generally in the 80's F with weather in May, June, September, October more varied with nights that can get cooler needing a sweater/sweatshirt.

Host Website: <http://www.beachvillaoob.com>

Site of Activity: Beach Villa Motel and Cottages

Parent Account Name: Beach Villa Motel and Cottages

Host Address: 17 Imperial Street Old Orchard Beach , Maine , 04064

Nearest Major City: Portland , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Looking for students with a good attitude, interested in getting to know our company, creating an environment of mutual respect, and willing to work in a room attendant position with an understanding it is primarily cleaning duties. Be able to carry linens, towels and room supplies by hand or in buckets or totes and able to walk up and down stairs. Be able to stand for periods of time, able to kneel and bend and able to tolerate exposure to dust and cleaning chemicals.

Fully clean guest rooms after their departure including - Remove all used bed linens, towels and trash from guest rooms. Clean all BATHROOM areas including toilet, tub/shower, sink/vanity and mirror, floors; leave clean towels and toiletries. Clean KITCHEN AREA including sink, counter, faucet handles, appliances, and look inside all cabinets and drawers to wipe down any areas needed and arrange all items neatly. Wash dishes as needed. Clean LIVING ROOM and BEDROOM areas including dusting all surfaces and furniture and sanitizing all doorknobs, light switches and remotes. Make BEDS. Sweep and vacuum or mop all floors. No experience necessary as staff will be trained in proper cleaning techniques and bed making.

Other duties will include cleaning office and outside common areas including washing windows, wiping and sanitizing tables, chairs and areas around the pool. Picking up trash around common areas and parking lot. Loading washing machines and dryers, folding and putting away clean linens and towels.

Report any maintenance issues, necessary repairs or safety issues. Respond to guest requests and deliver any requested housekeeping items to guest rooms. Organize and restock at the end of the shift. Follow all company safety and security procedures.

Typical Schedule:

Hours mainly between 9am-3pm, some shifts will start at 8am and end at 4pm, evening laundry shifts and office coverage can be added to increase hours. Will be required to work Saturdays and Sundays.

Seasonal changes to job duties or available hours: Yes

Work hours/days may be less in May to mid-June but will allow more time to explore the area and participate in travel or cultural experiences. Working Saturdays & Sundays mandatory in July and August.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

high % of guests leave tips. All room tips are collected and turned in to the office and divided between house attendants that work that day. Weekly tips per staff will vary from \$10-\$100 week.

Estimated weekly wages including tips: \$525

Bonus: Yes

end of season bonus possible based on performance and hours worked.

* All figures above are pre-tax

Estimated average number of hours per week: 36

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

May and early June weekly hours will be less. Late June to early September will be peak hour weeks. Some days will have less room turn over so laundry and other duties will be offered.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

free coffee, tea and water in office. Free work shirt. Use of amenities - pool, laundry, movie night Wednesdays, free pancakes Sunday

mornings.

JOB REQUIREMENTS

English Level required:



Upper-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:

2 days to one week

Hours per week during training period: 25

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Staff will be fully trained on proper cleaning of rooms, all steps and use of cleaning products by watching and cleaning alongside manager or other staff; will be given written instructions and videos to watch if staff desires. Will be oriented to the units and buildings and all job duties.

Need to wear uniform: No

Dress Code: Yes

Description:

staff will be given 2 work shirts to wear during their shift but can choose to wear their own similar style shirt. Comfortable pants or shorts and comfortable closed toe shoes/sneakers of their choice. Neat and clean appearance. Long hair to be pulled back during shift.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

We meet with students to find out goals they have being in the program including any specific interests related to cultural experiences or travel and then we assist them to meet these goals and interests.

Local Cultural Offering:

Our Chamber of Commerce hosts a welcome day and other events. There are fireworks every Thursday and a larger display and events on July 4th. Other local events include music concerts in the park, free days at art museums, parades, farmers markets, flea markets, Beach Special Olympics in August.

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:

Housing is an on-site 3-bedroom 1.5 bath apartment with full kitchen and living room area. 2 twin beds per bedroom that includes bureau and closet space. Kitchen has large refrigerator with freezer, stove/oven, microwave, toaster, coffee maker, dishes, utensils, basic pots and pans for cooking. Bedding and towels provided. TV with cable in living room area. Heat and air conditioning. Free use of clothes washing machine and dryer. WIFI and use of office phone for local calls. Staff can use on site pool when not working. Grocery store, pharmacy, dollar tree store, other stores and restaurants all within a 1-10 minute walk. Basketball courts and tennis courts 5 minute walk.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

staff will be given passwords for the onsite WIFI

Phone Service: Yes

Description:

Staff can use office phone for local calls or to contact CIEE.

Kitchen facilities: Yes

Description:

Apartment has a full kitchen, all appliances and stocked with necessary items to cook and eat.

Laundry facilities: Yes

Description:

Staff will have full access to free laundry facilities for personal use when not working.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Housing is single gender, female only. 3-bedroom apartment that will have 2 twin beds per bedroom, up to 6 people. There is also a one-bedroom apartment that can have up to 3 twin beds., 3 people. Friends can request to share the same bedroom.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$95

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: housing is on-site so 1 minute or less to walk to the office to sign-in to start work shift.

ARRIVAL INFORMATION

Arrival Instructions:

We will pick you up in Portland Maine, either at the Portland Jetport or the Bus/Train Transportation Center. We will drive you to your housing, about a 15-20 minute drive and will either take you to the grocery store the same day or will have pre-arranged for some basic groceries.

You have 2 options to get to Portland Maine

- 1. Fly to Portland International Jetport (PWM). We will pick you up outside the baggage claim area in the parking lot directly across from the exit.*
- 2. Fly to Boston International Airport (BOS) then take a bus to Portland. Concord coachlines bus picks up outside the baggage claim area and is a 2-2.5-hour ride to the Portland Transportation Center. (<https://concordcoachlines.com/>). Cost is about \$30 one way. If you explore Boston prior to travelling to Portland, you can also take the Amtrak Downeaster from North Station Boston to the Saco Transportation Center (or directly to Old Orchard Beach depending on the date) also for about \$30 on way. (<https://amtrakdowneaster.com>).*

Students must email Cindy at guest.relations@beachvillaoob.com no later than 1 week prior to arrival to confirm their flight and travel plans. Preference is to email the information as soon as confirmed in case any questions and to allow planning for pick up. Any changes or delays in the plans should be communicated as soon as possible. Please plan to arrive in Portland between 8AM-11PM.

Suggested Arrival Airport:

Portland International Jetport, PWM, Less than 25 miles

Boston International Airport, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Beach Villa

17 Imperial St

Old Orchard Beach , Maine 04064

www.beachvillaoob.com

207-934-2514

\$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 assist students with applying and transportation to the social security office.

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

Other:

Wage Payment Schedule:

Students are paid weekly on Mondays by check or direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

good basic hygiene. Long hair to be pulled back while cleaning. Minimal piercings and tattoos preferred.

Second Job Availability: Yes, likely

Applicable Company Policies:

The job will include going up and down stairs at times and going between inside and outside areas between buildings. All of our units are non-smoking, including vaping, so if employee smokes or vapes this needs to be done outside in designated areas only. Staff can have cell phones with them during work hours but should not be making or accepting calls unless during break time or an emergency and phone use for social media or other should not interfere with completing job duties timely. Staff will be given a set schedule and will be required to work Saturdays and Sundays. Staff should request days off as soon as possible and at least 2 weeks in advance.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

