



Copley LaReine Motel - Housekeeper

HOST INFORMATION

Company Description:

Old Orchard Beach, also known as OOB, is a classic Maine getaway, combining the best of the old and new. Old Orchard Beach is one of the last remaining oceanfront amusement parks in the country complete with a pier and an old-fashioned carousel, rides and fair food. Consistently voted Maine's Best Beach by the readers of Maine's largest newspaper, Old Orchard Beach's 7-mile long stretch of beautiful sandy shores offers something for every beachgoer. The Copley LaReine Motel with its 62 deluxe units located directly on the beach and is walking distance to all activities.

Amazing location

Fantastic wages and housing cost

Host Website: <https://www.copleylareinemotel.com>

Site of Activity: Copley LaReine Motel

Parent Account Name: Copley LaReine Motel

Host Address: 8 Harrisburg Street Old Orchard Beach , Maine , 04064

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

PLACEMENT INFORMATION

Job Description:

As a housekeeper, participants are responsible for cleaning (washing, dusting and vacuuming, tidying) guest rooms and property common areas thoroughly as trained and assigned by the employer. Job duties include picking up after a guest, preparing fresh linens (doing laundry), making beds, dusting furniture and fixtures, washing floors, vacuuming carpeted areas, emptying trash cans, cleaning windows (usually less frequently), cleaning the bathroom and toilet and keeping the guest rooms stocked with accessories and the bathrooms stocked with supplies. Housekeepers will be using cleaning chemicals. Prior experience a major plus.

Typical Schedule:

Participants should expect to be scheduled 6 -7 days per week for the mid-morning to afternoon when the last rooms have been cleaned. (AVERAGE 32 hours) per week.

Drug Test required: No

COMPENSATION

Hourly Wage: \$18

Eligible for Tips: Yes

Guest leaves tips in the room. The tips amounts are usually based on how well the service is. Tips will be shared with all of the housekeepers.

Estimated weekly wages including tips: \$576

Bonus: Yes

Based on end of season job performance.

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

A few weeks at the beginning of the summer season tends to be a little slower than most

Average number of hours per week reached by last year's seasonal employees: 33

Overtime Policy:

Yes, paid after 40 hours

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:

one week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

PRIOR HOUSEKEEPING EXPERIENCE A MAJOR PLUS

Need to wear uniform: Yes

Uniform Policy:

Uniform shirt will be provided

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Clean uniform shirt, black shorts and good supporting running shoes. No sandals

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

We provide info and encourage students to explore the greater Portland (Old Port area) and Boston (by train stops in OOB).

Local Cultural Offering:

There is a community group in Old Orchard Beach that focuses on providing activities and events for all international students!

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 provided on site which is located next to the beach. Students will be staying in a large cottage which is fully equipped with TV, Internet, refrigerator, bedding/linen, microwave, utensils, private bath, air conditioning & heat. Housing cost is \$120.00 per week AS LONG AS YOU ARE EMPLOYED WITH US. There will be a \$220 refundable security deposit and a \$130 non refundable internet access fee per student collected upon arrival. SEE HOUSING AGREEMENT

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Students will pay a \$130 non refundable internet access fee and then will be given a password for high speed internet service.

Phone Service: Yes

Description:

All calls will come directly to the motel office 207-934-2011 or to students personal cell phone.

Kitchen facilities: Yes

Description:

Fully equipped kitchen in cottage

Laundry facilities: Yes

Description:

Coin Op on site.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 4

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 4 - 6

Rooming Arrangement Description:

All cottages are same sex. No Co-ed Cottages. Cottages have 3 rooms with 420 square foot bed room with 4 bunk beds, couch, Television, a large kitchen, 2 large refrigerators, oven, microwave kitchen table with 8 chairs.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$120

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$220

Description:

Students will be required to pay deposit upon arrival to the work site

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing must be cleaned and undamaged and work through contracted dates. Students must not be dismissed for inappropriate behavior and students must work until their agreed upon DS date to qualify for a refund.

Details About Deposit Refund:

All students who are eligible for refund will receive it the day they depart the housing unit subject to inspection for damages.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Students live on property of worksite.

ARRIVAL INFORMATION

Arrival Instructions:

2 days prior to arrival and the day you arrive at the airport in the USA please contact: **Copley LaReine Motel Name: Paul Korobkin Phone: +1 207 934 2011 Email: copleylareinemotel@gmail.com.**

- **New arriving students will be admitted and processed into housing from 8:30 am - 11:00 pm**
- **Directions from the Airport to the Copley LaReine Motel.**

Boston Logan Airport

Arrival:

OPTION 1: (THIS IS THE RECOMMENDED ROUTE) From the airport terminal, take FREE SHUTTLE to the BLUE LINE "Airport" Subway Station. Take the BLUE LINE in the direction of "Bowdoin" to GOVERNMENT CENTER. Get off and transfer to the GREEN LINE toward "Lechmere." Ride for TWO STOPS and get off at NORTH STATION. This ride will cost you \$2.00. Or you may take a taxi from Boston Logan Airport to North Station. *This will cost you at least \$25 US. AT NORTH STATION buy a ticket on AMTRAK's Downeaster train to Old Orchard Beach, ME. Check www.amtrak.com for a schedule and fares. There are 5 trains every day, you can see the schedule on the website (make sure you enter Boston North Station and Old Orchard Beach, ME) and the cost is \$24.

OPTION 2: You have bus Concord Coach Lines that goes directly from Boston Logan Airport from Terminal E to Portland bus station, you can ask for more information on information desk on the airport when you arrive or check schedule www.concordcoachlines.com. Cost of the ticket is 29\$. It takes around 2 hours from Boston to Portland and you can take a taxi after that to Old Orchard Beach! A taxi will cost you approximately \$30-45.

Option 3 from PWM:

Directions from Portland International Jetport(PWM) to Copley LaReine Motel:

After arriving at Portland Jetport, you could take a taxi (\$50-\$70).

If Possible we will try to have some one meet and pick you up from the Bus station and airport in Portland Maine. (based to time of arrival)

Suggested Arrival Airport:

Logan International Airport, BOS, Over 50 miles

Portland International Jet Port, PWM, Less than 25 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

None

Saugus, Massachusetts 01906

\$100 to \$150

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:

Show students how to get to Social Security office and how to fill out the forms.

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

Other:

Wage Payment Schedule:

Students will be paid weekly by direct deposit. All employees need to punch in on electronic time clock and will receive a direct deposit from the payroll service ADP once a week.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

All students need to dress as professionals. A provided uniform shirt is required to be worn at all times.

Second Job Availability: Yes, likely

Applicable Company Policies:

We ask all employees to act as professionals since they will be representing the motel. We require all workers to wear a company shirt which will be provided at all times. **Smoking is not permitted and the use of cell phones while working will not be allowed.**

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, Public Library

In Town, Requires Transportation:

Shopping Mall