



Covewood Lodge - Resort Worker

HOST INFORMATION

Company Description:

Covewood Lodge is a Great Camp-style inn, including a historic main lodge and 19 cottages.

Owned and operated by the Bowes family since 1951, Covewood provides rustic and comfortable accommodations for approximately 100 guests from May through October. Many families have been coming for three or more generations and have formed life-long friendships with the owners, other guests, and staff.

Lodging options at Covewood include housekeeping cottages in a variety of sizes, and apartments and rooms in the Main Lodge. All cottages and apartments have fully equipped kitchens, including microwaves, toasters, and coffee makers. Covewood does not serve any meals. All cottages are fully heated and firewood is supplied.

Covewood offers a wide variety of activities including hiking, tennis and pickleball, waterskiing, sailing, canoes, kayaks, SUPs, horseshoes, pool, and ping pong. When the staff isn't working, they are welcome to use any and all facilities at the resort.

Two nearby towns provide access to grocery shopping, a water park, bars and restaurants, and a bank. Transportation to and from town is provided based on request.

Some highlights of working with us include:

- *End of season bonus, estimated between \$500-\$1000 (based on performance).*
- *Free on-site housing. You will get your own room!*
- *Overtime is not available. If you work less than 40 hours, we will still pay you for 40 hours!*
- *No second jobs due to split shifts and lack of transportation.*

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

Site of Activity: Covewood Lodge

Parent Account Name: Covewood Lodge

Host Address: 120 Covewood Lodge Road Eagle Bay , New York , 13331

Nearest Major City: Old Forge , New York , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Front desk (approximately 10 hours per week): You would check guests in and out, answer the phone, and help guests with questions or maintenance needs (you would call our maintenance team to do this). This role offers terrific opportunities to meet and chat with all of our guests.

Children's Counselor (approximately 10 hours per week): The children's counselors provide supervised activities for guests' children (ages 5

and up). There is a good mixture of sports, arts and crafts, physical play, hikes, nature walks, swimming, etc.

Housekeeper (three days/week): Every day the main areas of the lodge are cleaned thoroughly, which includes vacuuming, dusting, mopping, and cleaning the lodge bathrooms.

The cottages change mostly on Friday, Saturday, and Sunday so those are the busiest days and the days you would be acting as a housekeeper. The cleaning of the cottages includes vacuuming, dusting, cleaning the bathrooms and kitchens, making the beds, and sweeping the porches.

Other duties: Everyone on staff at Covewood chips in with other chores including; laundry, nightly trash collection, making donuts (usually no more than 2-3 times per month), and anything else that comes up!

Typical Schedule:

This is a split shift position, so work takes places at various times throughout the day with frequent breaks. Staff work 6 days per week with one day off.

Seasonal changes to job duties or available hours: Yes

At the beginning of the season (prior to the last week in June), work is focused on getting the resort ready to open. This includes lots of cleaning and some outdoor work (weeding, raking, etc).

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Tips are pooled/given among the entire staff following weekly housing inspection. All staff receive the same amount first 2 weeks. Then, tips are given based on effort put forth by each individual.

Estimated weekly wages including tips: \$850

Bonus: Yes

End of season bonus is paid if and when the student stays until their agreed-upon departure date. Bonuses are based on performance and typically run between \$500 and \$1000.

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Some weeks will have very busy housekeeping days that will lead to a full 40-hour week. Other weeks will be lighter, with additional time off, but we still pay you for 40 hours. NO OVERTIME AVAILABLE.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Staff are welcome and encouraged to use all of the resort facilities when they are not working - boats, water skiing, tennis, pool, docks and beaches, etc.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Swimming

Description:

Students should be comfortable in and around water as the resort is located on a lake.

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Staff often have to lift cleaning supplies, vacuum cleaners, buckets of water, and other objects.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Need to wear uniform: Yes

Uniform Policy:

We provide staff shirts and a sweatshirt that are to be worn at all times while working. Staff are responsible for washing their uniforms regularly (laundry is provided).

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

When working at the front desk, staff are to wear nice jeans (no rips) or shorts (not too short) and a staff shirt. When working outdoors or with the children's program, staff should wear their staff shirts and whatever the weather dictates. No super short shorts or string bikinis.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Shopping Trips, Trips to Nearby/Major Attractions, Potlucks or Dinners, Company Parties

Additional Details about Cultural Offerings:

In addition to the daily interaction with all of the resort guests, staff are able to go to either one of two local towns for shopping, movies, banking, and the large waterpark.

We have regular staff dinners and staff waterski sessions for anyone interested.

Local Cultural Offering:

There is a local farmer's market and outdoor concert series. Fireworks on the 4th of July.

We will share information about other community events as they arise.

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:

All staff live in a dedicated staff house that is located in the center of the property. Each student has their own room (first come, first served) and shares a living and dining area, kitchen, and two bathrooms. There is WiFi in the staff house. The staff house is inspected each week on Tuesday. Tips are distributed once a week no later than EOD Tuesday following the weekly housing inspection. We provide sheets, blankets, towels, dishes, and a fully equipped kitchen including refrigerators, oven, stove, microwave, and coffee maker.

Lease Agreement: *No*

Onsite Amenities:

WiFi: Yes

Description:

Free internet access in the staff house and around the property.

Phone Service: Yes

Description:

Landline phone or WiFi calling - there is no cell service.

Kitchen facilities: Yes

Description:

The staff house has a fully equipped kitchen including refrigerators, oven, stove, microwave, and coffee maker. There is also a grill available.

Laundry facilities: Yes

Description:

One laundry is directly across from the staff house and may be used only when not in use for resort purposes.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 1

Suggested Occupancy Per Room: 1

Rooming Arrangement Description:

The staff house is co-ed, with all bedrooms located on the second floor. There are two full bathrooms, one on the second floor and one on the first floor. Each staff member has their own room.

Provided Housing Cost:

Required to Pay for Provided Housing: No

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: The walk to the main lodge is less than 5 minutes.

ARRIVAL INFORMATION

Arrival Instructions:

Staff typically arrive into a New York City airport and then spend one night there. We pay for that one night's accommodation in a preferred hostel.

You then take the Amtrak train from New York City to Utica, NY (approximately 5 hours) and someone from the resort will pick you up at the train station. We pay for the train ticket from New York City to the resort: we ask that you take a morning train so that there is time once you arrive in Utica to do some shopping before traveling to the resort.

As many students chose to travel at the end of the summer, we do not cover departure fees but will provide a ride to either the train station or the Syracuse airport.

Please send us your arrival information no later than TWO WEEKS in advance. Often the staff will coordinate their arrival into New York City on the same day so they can meet one another and travel together on the train.

We take the entire staff to the local social security office to set up their numbers at the start of the season. We also provide regular shopping trips to the nearby grocery store and to the bank.

Suggested Arrival Airport:

JFK International Airport, JFK, Over 50 miles

Syracuse, SYR, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Covewood Lodge
120 Covewood Lodge Road
Eagle Bay , New York 13331
3153573041
\$0 to \$25

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:

Students complete an initial application online, and then take the paperwork they receive from that website to the local office. We provide transportation to and from the social security office.

Nearest SSA Office: Utica , New York , Over 50 miles

Other:

Wage Payment Schedule:

Students are paid every other week either by direct deposit or check. We STRONGLY advise students to open a bank account locally so they can direct deposit checks and deposit their tips, which are in cash.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair should be kept tidy; facial piercings and tattoos should be minimal; all students are required to shower and wash their uniforms on a regular basis.

Second Job Availability: No, unlikely

Applicable Company Policies:

Cell phones are not to be used during work hours, unless it is to take photos of a guest-related activity.

Smoking is allowed OUTSIDE ONLY, and not within sight of the guests.

A schedule is posted each week outlining daily responsibilities for each staff member.

COMMUNITY AMENITIES

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Public Library

Unavailable:

Fitness Center, Internet Cafe