



Lafayette Hotels - Fireside Portland - Housekeeper

HOST INFORMATION

Company Description:

Fireside Inn & Suites: Just minutes from the Portland Jetport and situated directly off I-95 Exit 48, our travel-friendly location is easily accessible. With its comfortable rooms, courtyard views and hospitality, the Fireside Inn & Suites Portland is the ideal choice for you and your family while visiting the Greater Portland Area.

We are a 196 non smoking guest room hotel with over 5000 square feet of meeting space, with a 75 seat restaurant and lounge area. We employ over 85 employees year round. The past three years we have had over 30 participants work for us from international places.

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

Site of Activity: Lafayette Hotels - Fireside Portland

Parent Account Name: Lafayette Hotels

Host Address: 81 Riverside St Portland , Maine , 04103

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

PLACEMENT INFORMATION

Job Description:

Housekeepers perform a combination of duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, living area, and fireplace. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated area.*
- Checking guest rooms and needed repairs and/or items to be replaced.*
- Cleaning rugs, carpets, and upholstered furniture using a vacuum cleaner or carpet cleaner.*
- Dusting furniture and equipment.*
- Emptying wastebaskets and cleaning them inside and out.*
- Cleaning tiled floors with the use of brooms and mops.*
- Using chemical-based products to clean tubs, sinks, counter tops, mirrors, toilets, door panels, shower curtains, and other property fixtures such as exterior lighting, railings, and pool area.*
- Replenishing trash bags, soaps, bathroom items, and other supplies.*
- Transporting all trash and waste to disposal areas. as instructed.*
- Removing items from refrigerator and microwave.*
- Cleaning refrigerator, microwave, and any additional appliances inside and out.*
- Washing, drying dishes, and putting them away in proper places.*
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.*

- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

Typical Schedule:

Must be able to work weekends and holidays. Some nights are available for extra hours.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Not guaranteed, up to the discretion of the guest.

Estimated weekly wages including tips: \$520

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

More hours in July, August, and September. Less hours in June.

Average number of hours per week reached by last year's seasonal employees: 42

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

We have employee dorm rooms on site, three to a room with three beds and one bathroom. We have a full service kitchen employees can use to cook and store food. Room is \$100 per week for rent.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100lbs), lift up to 40lbs on a repeated basis.

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

-All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. -All housekeepers will be required to use chemical-based cleaners. - Housekeepers are required to work in small spaces such as shower and toilet areas. -Employees must be able to work continuously in an indoor environment. -Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity. -Employees may be moved to other work areas as needed.

Job Training required: Yes

Length of job training:

One week

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

We will provide a uniform or shirt, must have black or tan pants. No blue jeans are allowed.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Comfortable closed toed, non-split shoes. Khaki pants or shorts, no blue jeans. Work shirts provided at no cost.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

We have monthly staff parties to better understand the students culture.

We provide tickets to the local baseball team at no charge to have the students understand one of Americas pastimes.

HOUSING AND TRANSPORTATION

Housing Provided: *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).*

Employer-owned or employer-arranged housing description:

We have converted guest rooms at the hotel into dorm rooms, each room has three single beds along with private bath for that room. This room has drawers and small fridge for each employee in room.

Lease Agreement: *No*

Onsite Amenities:

WiFi: Yes

*Description:
guest wifi.*

Phone Service: Yes

*Description:
Each room has its own phone the students can use to call anywhere in the states and receive calls at anytime.*

Kitchen facilities: Yes

*Description:
we allow the students to use our banquet kitchen, we provide a fridge in the kitchen for them to use as well.*

Laundry facilities: Yes

*Description:
Coin op laundry on site.*

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 3

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 3

Rooming Arrangement Description:

all rooms are with three single beds, they are not co-ed but allowed if others in room are ok with it. I dont set room assignments

so they can move around within the 5 rooms we have on site.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

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 at the hotel

ARRIVAL INFORMATION

Arrival Instructions:

We will pick up at the Portland Jet Port or local Bus Station. If students fly into Boston, they will need to hire a bus to bring them to Portland Maine.

Suggested Arrival Airport:

Portland International Jet Port, pmw, Less than 10 miles

Boston Massachusetts, BOS, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

*Fireside Inn Portland
81 Riverside Street
Portland , Maine 04103
207-774-5601
\$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:

We will bring you to the office to apply for social security card.

Nearest SSA Office: Saco , Maine , Less than 25 miles

Other:

Wage Payment Schedule:

Each employee here at the Fireside Inn Portland will receive the paychecks every other Friday.

Meal Plan: Optional

Estimated Cost Per Day: \$2.51

Meal Plan Description:

We have a number of optional meals at \$2.51 per meal, allowed to be purchased when working. We pass out complementary food after banquets are served. We have a restaurant menu to purchase too

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

no facial tattoo or piercings please

Second Job Availability: Yes, likely

Applicable Company Policies:

We have typically three students to one room. We pass out any extra food from continental breakfast when complete to be eaten by staff members instead of throwing away.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Bank, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

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

