



Lakeside Inn - Facility Associate

HOST INFORMATION

Company Description:

The Lakeside Inn is a family-friendly hotel situated on scenic Lake Quannapowitt in Wakefield, Massachusetts. The hotel has been here for more than fifty years and is a true staple in the community. With more than 20 years of experience in the hotel services industry, our compassionate team treats every guest like a member of our family. The lake is our backyard, and half of our guest rooms directly overlook the calming water. Just 30 minutes from New Hampshire, six miles from Boston, and steps away from Salem, we're the perfect resting place for those who want a well-rounded tour of the area.

The Lakeside Inn is a multi cultural atmosphere which will help students to be global citizen, abandoning prejudices or an ethnocentric world view.

Employee Perks:

- *FREE Housing.*
- *Work in different departments to improve English speaking skills!*
- *Free access to an outdoor pool on your days off!*
- *We provide plenty of opportunities for getting extra hours, no need to seek additional employment (second jobs) outside Lakeside Inn! Overtime will be paid accordingly.*

Host Website: <http://www.lakesideinnwakefield.com/Hotel-Amenities.html>

Site of Activity: Lakeside Inn

Parent Account Name: Lakeside Inn

Host Address: 595 North Avenue Wakefield , Massachusetts , 01880

Nearest Major City: Boston , Massachusetts , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Facility Associate helps the day-to-day operations (such as housekeeping, food and beverage or front desk operations).

As Housekeeper

Cleans hotel areas including, but not limited to, guestrooms, lobby, corridors, elevators, laundry facility, house laundry, stairways, exterior, etc. according to company standards and within required time frames

Replenishes supplies such as bathroom necessities, drinking glasses, linen and terry, etc. in various areas such as guest rooms

Transports trash and waste to disposal area

Stocks, organizes, and maintains housekeeping carts and equipment

Always greets guests in a warm, friendly manner

*Strictly adheres to safety & security policies to ensure personal safety, safety of the guest and their belongings, and company property
Use all materials, chemicals, and tools safely to avoid injury, waste, unnecessary damage, or accidents*

As Front Desk Agent Assistant

Assisting Front Desk Agents check-in and check-out tasks

Register guests collecting necessary information (like contact details and exact dates of their stay)

Welcome guests upon their arrival

Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs

As Food and Beverage Server

Sets banquet tables to meet function specifications.

Delivers and serves food and non alcoholic including, but not limited to, meals, condiments and accompaniments.

Removes china, glassware, silverware, etc. from tables at the conclusion of the meal period and delivers to the stewarding area.

Ensures guest satisfaction throughout the meal service.

Responds to guest requests in a friendly, timely, and efficient manner.

Assists fellow team members and other departments wherever necessary to maintain positive working relationships.

Assists others with side work including, but not limited to, cleaning, stocking, folding silverware, etc.

Typical Schedule:

*Sunday through Thursday 9am to 5pm Friday & Saturday 9am to 5 pm & 12pm to 8 pm (2 different shifts due to hotel occupancy) at least 1
weekday off-1 weekend off (32-40 hours per week)*

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: No

Estimated weekly wages including tips: \$600

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 40

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Students will have Commuter Rail Weekend Passes.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Handling cleaning chemicals

Working outdoors

Need to wear uniform: Yes

Uniform Policy:

Management will provide the uniforms.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Shopping Trips, Movie or Game Nights, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

We are 10 miles away from Boston Downtown.

Here are the Museums in 15 miles distance;

Isabella Stewart Gardner Museum

USS Constitution

Harvard Museum of Natural History

John F. Kennedy Presidential Library and Museum

Museum of Fine Arts, Boston

Museum of Science

Harvard Art Museums

Local Cultural Offering:

We will provide information about the upcoming events in our community.

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 staying in rooms in hotel premises. Rooms have TV, refrigerator, bedding/linen provided, utensils, private bath, air conditioning. Students will also be able to change their linens in period of times. Hotel premises has an outdoor swimming pool and students will be able to use swimming pool when they have days offs.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Student will have access to Wlan service provided to all guests.

Phone Service: Yes

Description:

Students will be assisted by the front desk agents in case of an emergency. Front desk is serving 7/24.

Kitchen facilities: No

Description:

Students will have refrigerators in the rooms. And they will have access to microwaves when needed. Also they are allowed to have single burner stoves in the rooms.

Laundry facilities: No

Description:

There is a laundry facility in 10 mins walking distance.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Students are allowed to live with their partners.

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: Housing is in the Hotel Premises.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into Boston Logan International Airport (BOS).

Transportation for Arrival will be provided by the employer from Boston Intl Airport to their housing.

Students should be arriving at least 2 days before their first work day.

Students will also be assisted for any need of transportation for Social Security Offices.

Suggested Arrival Airport:

Boston Logan International Airport, BOS, Less than 10 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Lakeside Inn

595 North Ave

Wakefield, Massachusetts 01880

<http://www.lakesideinnwakefield.com>

7812456100

\$0 to \$25

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: *No*

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

We will provide transportation to the nearest Social Security Office.

Nearest SSA Office: Waltham , Massachusetts , Less than 25 miles

Other:

Wage Payment Schedule:

Weekly paycheck, direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Tattoos and are fine. Hair must be neat, clean and in place throughout the day. Hairstyles should not be distracting, obtrusive or cover the eyes. Daily personal hygiene should be paid special attention. Uniform will be provided by the employer.

Second Job Availability: No, unlikely

Applicable Company Policies:

Program participants are going to be staying in hotel premises. They will represent The Lakeside Inn. They must act in certain manner.

They will be able to use their phones for incoming and outgoing calls when needed. But spending more times on their phones during their work hours will be prohibited.

They will be able to smoke in designated areas.

And also they will get orientation before when they start to work.

We provide plenty of opportunities for getting extra hours, no need to seek additional employment (second jobs) outside Lakeside Inn! Overtime will be paid accordingly.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall

