



Mill Falls at the Lake - Front Desk Attendant

HOST INFORMATION

Company Description:

Our resort is intricately weaved into the town's rich history, contributing to its growth yet holding tightly to the uniqueness that makes Meredith the beloved destination that it is today. Through our resort's expansion and responsible development, we've created a desirable oasis along the lake where families and friends can gather year-round to stay, play, and celebrate. <https://www.millfalls.com/about-us/history/>

Our timeless resort offers four distinct inns that are within easy walking distance of one another and seamlessly connect guests to Lake Winnepesaukee, Main Street's numerous restaurants and shops, as well as serving as a convenient gateway to the Lakes Region and the White Mountains. Who knows? Maybe you'll follow in the steps of other visitors who've fallen in love with our breathtaking surroundings and laidback lifestyle and become permanent residents of our tight-knit community. A stay at Mill Falls at the Lake has that effect on people.

We encourage our associates to participate in our weekly activities at our Ekal center. From boat tours, kayaks and yoga, we have a little of something for everyone. Nearby we have hiking trails, rivers, beaches, concert venues, galleries, and plenty of NH history to learn and enjoy.

<https://www.millfalls.com/experiences/offsite-activities/>

<https://www.millfalls.com/experiences/water-sports/>

<https://www.millfalls.com/the-marketplace/>

<https://www.visitnh.gov/things-to-do>

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

Site of Activity: Mill Falls at the Lake

Parent Account Name: Mill Falls at the Lake

Host Address: 312 Daniel Webster Hwy Meredith , New Hampshire , 03253

Nearest Major City: Concord , New Hampshire , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

~ Process guest check-ins and room assignments following the hotel's rate structures, discounts, and sell/upsell strategies. Accommodate special requests when possible.

~ Process check-in/check-out and collect payments in compliance with cash handling, credit card processing, and accounting policies and procedures.

~ Answer inquiries about hotel services, in-house events, directions, local attractions, etc. Assist guests with check cashing, safety boxes,

additional guest room keys, transportation, etc.

- ~ If necessary, walk guests in a professional and courteous manner and in compliance with policies, procedures, and brand stands.*
- ~ Pre-register, block reservations, and, as appropriate, take same-day and future reservations. Cancel room reservations according to policies and procedures.*
- ~ Ensure release of any Company, hotel, brand, and guest information is consistent with privacy policies, practices, and regulations.*
- ~ Arrive on time at work when scheduled and in proper uniform.*
- ~ Practice safe work habits and comply with sanitary, safety, security, and emergency procedures.*
- ~ Write shift reports, including reports on any incidents of theft, accidents, or injuries when assigned. Check with the manager/supervisor before leaving the work area.*
- ~ Perform special projects and other responsibilities as assigned.*
- ~ Any other duties/tasks as requested by management.*

Typical Schedule:

the schedule is based on the needs of the department AM - mid-shift and PM would be trained.

Seasonal changes to job duties or available hours: Yes

hours may change due to the coverage needed for the front desks.

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: 45

Potential fluctuation in hours per week:

Average number of hours per week reached by last year's seasonal employees: 39

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: Yes

would prefer to have someone that has had front desk or customer service experience due to the interactions with our guests.

Qualifications & Conditions

Standing for entire shift

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 39

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

shirts will be provided. Khakis or black pants

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

shirts will be provided. Khakis or black pants

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Swim out to the floating dock, or explore the lake on paddle boards, kayaks, canoes, and aqua cycles.

Bowling, arcade centers, hiking trails, golf, and beaches/ocean are all 15 - 60 mins away

<https://www.millfalls.com/experiences/water-sports/>

<https://www.millfalls.com/experiences/on-site-activities/>

Local Cultural Offering:

20% of our EKAL activities center on rental items

20% off Common Man Meredith Restaurants,

20% off Waterfall Cafe

20% off Cascade Spa Services

10% off Cascade Spa Products

Summer events will be posted in early spring for our local community.

<https://www.visitnh.gov/things-to-do>

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:

15 Saint James Street, Meredith, NH Fully Furnished and Fully equipped kitchen. Two bathrooms and four bedrooms. Two bedrooms will have two sets of bunk beds Two bedrooms will have a single bed Living area WIFI Outside porch and yard \$125.00 per week per associate

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wifi

Phone Service: Yes

Description:

landline phone at work

Kitchen facilities: Yes

Description:

located at the house

Laundry facilities: Yes

Description:

at the house

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Two bathrooms and four bedrooms. Two bedrooms will have two sets of bunk beds Two bedrooms will have a single bed

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

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: walkable

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: sidewalk to the end of road, cross the road, and follow sidewalks to either Mill falls or Church landing.

ARRIVAL INFORMATION

Arrival Instructions:

Boston Logan Airport

18 Airport Way, Boston, Massachusetts, USA.

You can take the Concord Coach Lines from Boston right into Meredith, where one of our associates will pick you up upon arrival.

Depending on arrival dates and times, there may or may not be bus transfers, but most likely, you will be able to get a ticket that will bring you directly into Meredith.

Meredith Irving Circle K81 NH Rt. 25, Meredith, NH

No ticket sales – bus stop only.

<https://concordcoachlines.com/stop/meredith-nh/>

We will coordinate grocery runs bi-weekly and a trip to Social Security

We would ask to receive your flight details and arrival information ASAP, so we can coordinate our team to be prepared for your arrival.

Alana Hamm - Human Resources Manager, will be your point of contact.

ahamm@millfalls.com

1-603-677-8771

Suggested Arrival Airport:

Boston Logan, 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:

Marriot Boston/Newton

2345 Commonwealth Ave , this hotel is managed by TPG (employee rates would apply)

Newton , Massachusetts 02466

[https://www.marriott.com/en-us/hotels/bosnt-boston-marriott-newton/overview/?scid=f2ae0541-1279-4f24-b197-](https://www.marriott.com/en-us/hotels/bosnt-boston-marriott-newton/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0)

[a979c79310b0](https://www.marriott.com/en-us/hotels/bosnt-boston-marriott-newton/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0)

617-969-1000

\$50 to \$75

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 you through the entire process and provide transportation.

Nearest SSA Office: concord , New Hampshire , Over 50 miles

Other:

Wage Payment Schedule:

payroll is processed bi-weekly

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

we ask that our associates practice good hygiene and look presentable at all times.

Second Job Availability: Yes, likely

Applicable Company Policies:

cell phones are used from time to time to communicate among peers and managers.

smoking is only allowed in designated areas, and no smoking of any kind is allowed inside the housing accommodations.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

Unavailable:

Shopping Mall