



Mill Falls at the Lake - Room 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:

The Room Attendant cleans and supplies guest rooms and related areas in safe and efficient compliance with policies and procedures, brand standards, and federal, state, and local regulations. Promptly reports emergencies, accidents, injuries, missing articles, damage, engineering items, and safety hazards to management. Reports any deviations from policies, procedures, brand standards, and regulations to management.

~ Receive room assignments, priority room requests, keys, and supplies from housekeeping management. Review room assignments and retrieve and stock caddie/cart to ensure all supplies, linen, and amenities are available to clean guest rooms properly. Review the list for any special requests. Turn in keys, properly store and secure caddie/cart, and unused supplies at the end of the shift.

~ Clean and stock guest rooms with appropriate supplies by policies, procedures, and brand standards. Change linens and towels, make beds, scrub bathroom, vacuum, mop, dust, wash windows, mirrors, and walls, remove trash, place amenities, etc. Perform quality checks on the television, telephone, heating/air conditioning, and lights.

~ Appropriate and proper use of cleaning equipment and supplies.

~ Respond to and resolve housekeeping requests and complaints by guests.

~ Prompt reports to housekeeping management of all emergencies, injuries, missing articles, damage, mechanical problems, and safety hazards.

~ Promptly turn in to housekeeping management all articles left in guest rooms after checkout for entry into Lost and Found.

~ Perform duties of Lobby Attendant, Turndown Attendant, or Laundry Attendant as assigned.

~ On time and at work when scheduled and in proper uniform.

~ Report any incidents of guest dissatisfaction or unusual matters of significance to the manager/supervisor so that corrective action may be taken.

~ Comply with policies and procedures. Practice safe work habits and comply with sanitary, safety, security, and emergency procedures. Check with the manager/supervisor before leaving work at the end of your shift.

~ Perform special projects and other responsibilities as assigned

Typical Schedule:

Schedules are based on occupancy and needs of the department. Typically day is scheduled 9am - 5pm or 6pm Two days off a week.

Seasonal changes to job duties or available hours: Yes

schedules and job duties will be based on the needs of the hotel

Drug Test required: No

COMPENSATION

Hourly Wage: \$14

Eligible for Tips: No

Estimated weekly wages including tips: \$560

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: 50

Potential fluctuation in hours per week:

50

Average number of hours per week reached by last year's seasonal employees: 50

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

20% off 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

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Physical requirements include extended standing and walking, climbing, bending, reaching, pulling, pushing, kneeling, and lifting to 25lbs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

2 weeks

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

training with the housekeeping managers and her leadership team

Need to wear uniform: Yes

Uniform Policy:

Shirts will be provided. Black or Khaki pants

Cost of uniform: \$0.01

Uniform laundry: Participant responsibility

Dress Code: No

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, Trips to Major City

Additional Details about Cultural Offerings:

Snowshoe Tours: Winter in New England is full of snowy trails!

ICE SKATING RENTALS: The Mill Falls Winter Wonderland offers Ice Skate Rentals for the ice rink at Bay Point with beautiful views of Lake Winnepesaukee.

BUILD A SNOWMAN & TOBOGGAN SLEDDING!

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

Winter events are always posted on the link below.

<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. Required to stay.

Employer-owned or employer-arranged housing description:

15 Saint James Street Meredith, Nh 03253 Amenities: TV, refrigerator, bedding/linen provided, microwave, utensils, bathroom, air conditioning, heat, porch.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

located in the house and on property

Phone Service: Yes

Description:

They will have access to local cell phone carriers, WIFI, and access to hotel email and or phones if needed.

Kitchen facilities: Yes

Description:

fully equipped kitchen in the house

Laundry facilities: Yes

Description:

washer and dryer in the house

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Yes, this will be a co-ed house. One room will be dedicated to females and the other to males. We have one full-time American staff member that lives at the house full-time.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$60

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: less than a 10 mins walk

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$0

Description: less than 5 minutes

ARRIVAL INFORMATION

Arrival Instructions:

When you arrive in Boston, you must take the Concord Coach Lines bus from Boston, MA, to Meredith, NH.

This bus will take you to Meredith, where one of our associates will pick you up upon arrival and bring you to your accommodations. Depending on your arrival day/ time, there may be a bus transfer, but most likely, you can get a ticket that will bring you directly to Meredith.

Location to Bus Stop in Meredith:

Meredith Irving Circle K81 NH Rt. 25, Meredith, NH <https://concordcoachlines.com/stop/meredith-nh/> (website to purchase bus tickets from Boston, MA, to Meredith, NH)

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-a979c79310b0>

617-969-1000

\$50 to \$75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Students will receive an email from ADP (TPGCompanies.HR@adp.com). This link will request your Associate ID, which will be sent with a welcome email. We will ask that you follow the instructions to complete the onboarding checklist. Once completed, I will be notified. We will then complete the onboarding and housing paperwork upon your arrival.

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, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall