



Wainscott Inn - Front Desk/Host/Housekeeping

HOST INFORMATION

Company Description:

The Wainscott Inn is located in Sagaponack, NY. We are a 30-guest room hotel situated on 7 acres of visually charming scenery. Our guest rooms are made up of 3 different building types, the main inn, bungalows and motel units. The employment position at our hotel is a hybrid role, where you will work alongside of the General Manager and your position will consist of Front Desk, Host, Housekeeping, Laundry and Breakfast Attendant. You will be required to take a CPR Course and will receive adequate training in all of these roles so you will have the knowledge to perform each of them. The culture at our hotel is called "The Journey". With the Journey you will learn valuable skills that you can use at work and in your personal life.

During the months of May to September the temperatures are around the high 70's during the day and 50's in the evenings. Staff will have access to our outdoor heated swimming pool, bikes and beach passes (when available) and monthly employee lunches. The closes beach is located about 2 miles from the hotel. There are a few quaint towns where you will find boutiques, art galleries, theaters and museums and tons of restaurants. Also close by you can visit wineries and farms.

Note: *Our hotel will be undergoing a full renovation with a plan to be completed by May 1, 2024. The new name of our hotel will be "The Sagaponack" and our guest rooms will have a new modern design, but still holding onto that timeless charm.*

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

Site of Activity: Wainscott Inn

Parent Account Name: Meyer Jabara Hotels

Host Address: 3720 Montauk Hwy Sagaponack, New York, 11962

Nearest Major City: New York City, New York, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

The successful candidate will be welcoming, have a friendly attitude, is self-motivated and team-oriented. They are also efficient and good problem solvers.

Front Desk and Host:

Provide that critical first impression to our guests and have a passion for delivering exceptional service. Enjoy solving problems, be comfortable using a computer to check guests in and out, and handle cash and credit card transactions accurately and confidently. Promptly and effectively deal with guest requests and complaints. Host and assist guest during special events on property.

Housekeeping/Laundry:

Ensures the operational ability of the housekeeping department by preparing for, maintaining, and recovering from various activities and functions throughout the hotel. Maintains laundry room function by sorting, washing, drying, and folding laundry. Clean guest rooms, bathrooms and public areas as necessary.

You will be expected to rotate within the aforementioned roles.

Typical Schedule:

Shifts may vary between days. Operational hours run from 9am until 10pm.

Seasonal changes to job duties or available hours: Yes

Job duties and hours may change each day.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

Guest may tip directly to the participant.

Estimated weekly wages including tips: \$640

Bonus: No

** 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: 45

Potential fluctuation in hours per week:

Memorial Day, Labor Day and the last week of August (Hampton Classic Horse Show Week) are our peak times on the property.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

N/A

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Swimming

Description:

No qualification needed, preferably participant can swim as we have outdoor pool on the property.

Lifting

Lifting requirement: 25lbs/11kgs

Description:

May lift, push or pull up to 25lbs

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

NY CPR Certification. Hotel will pay and arrange for class.

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Training will be done on property for all job duties. CPR certification is required, and class will be taken off the property with a CPR Instructor to receive a certificate.

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts will be supplied to participants.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Business casual dress code

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

The surrounding towns have several art museums to visit, as well as theaters to watch plays or just catch a movie. You can also visit various hiking trails, wineries and farm stands. Most of the towns have tons of popular and boutique shops as well.

Local Cultural Offering:

Carnivals, Art Festivals and Hampton Classic Horse Show.

The Hampton Jitney bus and the LIRR (train) can take you to New York City in approximately 2.5-3 hours!

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:

Shared housing is available (2 participants to a room) in the Main Inn on the property. Amenities include TV, cable, wifi, bedding/linen, toiletries, telephone, air conditioning, refrigerator, microwave and shared bathroom. Participants will have access to kitchen. There is no cost for the participants for housing or amenities.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Wifi is available free of charge on the whole property.

Phone Service: Yes

Description:

Participant will have access to landline.

Kitchen facilities: Yes

Description:

Share kitchen is available for all participants.

Laundry facilities: Yes

Description:

Share washer and dryer are available for all participants.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Housing is co-ed, but room sharing is not co-ed. Yes, you can request to live with friend.

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: You will live within the hotel property. Commute to work is a 2-minute walk.

ARRIVAL INFORMATION

Arrival Instructions:

The employee can arrive any day of the week between the hours of 8am to 9pm.

The closest airport is John F Kennedy International Airport. See link below.

JFK - John F. Kennedy International Airport (jfkairport.com)

From JFK airport, you will take the Airtrain to the Long Island Railroad (10 to 15 Minutes), Jamaica Station. Then take the Long Island Road Road (Montauk Branch) to the Bridgehampton Station (2 hours and 20 minutes). From there if hotel staff is available, they will pick you up from station. If not, Uber and Lift can be taken (15 minutes by car). See link below.

Long Island Rail Road (mta.info)

Suggested Arrival Airport:

John F Kennedy International Airport, JFK, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:**Suggested After-Hours Accommodation:**

Hampton Inn & Suites Jamaica Airtrain JFK

90-75 Sutphin Blvd

Jamaica , New York 11435

<https://www.hilton.com/en/hotels/jfkathx-hampton-suites-jamaica-airtrain-jfk/>

347-450-5734

More than \$200

Hampton Inn NY-JFK
144-10 135th Street
Queens , New York 11436
<https://www.hilton.com/en/hotels/nycaphx-hampton-ny-jfk/>
718-322-7500
More than \$200

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:

Hotel staff can provide transportation to social security office.

Nearest SSA Office: Riverhead , New York , Less than 25 miles

Other:

Wage Payment Schedule:

Weekly paycheck

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair should be clean, presenting a well-groomed appearance at all times. For men beards, mustaches and goatees must be neatly trimmed and maintained. Visible body or facial piercings, facial ornamentation are not allowed. Nose studs are allowed. Visible tattoos may not be on the face or neck. Tattoos cannot be offensive, contain nudity, profanity, or racial connotations. Management reserves the right to make the final determination on the appropriateness of any visible tattoo at any time.

Second Job Availability: No, unlikely

Applicable Company Policies:

Cell phone use will be kept to a minimum during working hours.

Smoking is only allowed in designated areas.

Work schedules will be completed weekly.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Post Office, Restaurants

Walking Distance from Housing:

Post Office, Restaurants

In Town, Requires Transportation:

Food Market, Shopping Mall, Bank, Fitness Center, Internet Cafe, Public Library