



Lafayette Hotels Bluenose Inn Bar Harbor - Front Desk

HOST INFORMATION

Company Description:

Our hotel is located atop a granite terraced hillside where you will quickly discover the allure of Maine's rockbound coast! The ideal location of our hotel places us just minutes away from the host of attractions that make this corner of Maine one of the nation's most popular retreats. We have been hiring students for many summers and we have students from all over the world working for us! We are located close to the center of downtown Bar Harbor and you can take the Island Explorer (free shuttle) all over the area, the bus stop is in front of our hotel. We provide affordable housing on site and provide students with a list of fun things to do and see while you are in Bar Harbor for the summer.

The Bar Harbor area possesses a great selection of activities, including:

Acadia National Park: sight-seeing, hiking, biking, fishing

Boat and bus tours

Nature camp

Lumberjack show

Wine/Beer Tastings

18 hole and miniature golf course

Bar Harbor continues to draw visitors by the thousands!

Host Website: <http://barharborhotel.com/>

Site of Activity: Lafayette Hotels Bluenose Inn Bar Harbor

Parent Account Name: Lafayette Hotels

Host Address: 90 Eden Street Bar Harbor , Maine , 04609

Nearest Major City: Ellsworth , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Must have excellent verbal and written English language skills.

General tasks include: assisting guests with check out/check in procedures, providing directions and recommendations to guests, actively selling and promoting the properties, making reservations, general office duties, light cleaning of the front desk and office area.

Typical Schedule:

The schedule may change depending on the time of the season but would generally be either a 7a-3p shift or 3p-11p shift, five days a week.

Seasonal changes to job duties or available hours: Yes

We operate 24/7, hours that are available may change based on the needs of others. Weekly hours will be different due to changes in the operating season.

Drug Test required: No

COMPENSATION

Hourly Wage: \$17.5

Eligible for Tips: No

Estimated weekly wages including tips: \$680

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: 40

Potential fluctuation in hours per week:

Hours will vary based on the operating level of the hotel. Hours/shifts may be able to be picked up if other members of the team need their shift covered- whether planned in advance or unexpected.

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Meal discount - 50% off Lodging Discount - \$19 plus tax rooms based on availability Gift shop discount - 30% off (exceptions apply)

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

5 days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

No certifications are required. Training will be performed while on the job with a seasoned member of our staff or management team.

Need to wear uniform: Yes

Uniform Policy:

Black dress pants required. Black close-toed shoes required. A uniform shirt will be provided.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Black dress pants required. Black close-toed shoes required. A uniform shirt will be provided.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

We host a small welcome party once all students have arrived. We generally host and ice cream and pizza socials throughout the summer. Students who are interested will have the opportunity to participate in an annual walk/run/bike event in August to raise money to cure cancer.

Local Cultural Offering:

- Discounts on various tours and boat rides
- Several local festivals/events:
 - Fourth of July celebrations including: pancake breakfast, parade, fireworks display
 - Weekly Art in the Park
 - Seaside Cinemas

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:

On-site converted hotel rooms; no phone; 2-4 students per room; separate common kitchen. Common kitchen has stoves, microwaves, refrigerator, utensils and internet access. Coin operated laundry is available. *Please note that although we hire couples, housing is not co-ed. All females will be living with females and males will be living with males. We are unable to accommodate couples sharing a room.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wireless Internet Access

Phone Service: Yes

Description:

There is reliable cellular service available throughout the property. Students may use the hotel phone to contact CIEE in the case of an emergency.

Kitchen facilities: Yes

Description:

Common kitchen with stoves, microwaves, refrigerators, and utensils.

Laundry facilities: Yes

Description:

Coin operated laundry

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

**Please note that although we hire couples, housing is not co-ed. All females will be living with females and males will be living with males. We are unable to accommodate couples sharing a room. *Please communicate with the hotel regarding any requests to live with friends so we can do our best to accommodate.*

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$110

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$110

Description:

\$110 housing deposit will be deducted from first pay check.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Upon your departure, a member of our management team will inspect your housing unit for cleanliness and any potential damages. Your deposit will be returned by check if we find your space satisfactory upon inspection,

Details About Deposit Refund:

Refund of the deposit will be paid by check and it will be included in your final payroll check.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: On-Site

ARRIVAL INFORMATION

Arrival Instructions:

If arriving in Boston, MA or Portland, ME take the Concord Coach Line to Bangor, ME.

The Bar Harbor Shuttle system is available from Bangor to Bar Harbor. Total transportation cost is around \$150.00 if arriving from Portland, ME or Boston, MA.

www.concordcoachlines.com - Costs \$45-60

www.barharborbangorshuttle.com Costs \$100+

Suggested Arrival Airport:

Portland International Jetport Maine, PWM, Over 50 miles

Logan International Airport, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$100 to \$150

If arriving after regular hours:

Suggested After-Hours Accommodation:

Fireside Inn Bangor

570 Main Street

Bangor, Maine 04401

<https://firesideinnbangor.com>

\$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:

The closest Social Security office is located in Bangor, ME. We will schedule several dates for groups of students to be transported to the Social Security office to apply for the social security number. Your supervisor will keep you apprised of when you are scheduled to visit the SSA office.

Nearest SSA Office: Bangor, Maine, Less than 50 miles

Other:

Wage Payment Schedule:

Employees will be paid every two weeks.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No metal besides modest earrings; no fad or off-colored hair; neat non fad hairstyle. MUST practice good personal hygiene. Hair must be kept clean, combed and neat. Facial hair must be kept neat and trimmed. Failure to do so will result in your supervisor asking you to address the concern and not return to work until you are looking work appropriate.

Second Job Availability: Yes, likely

Applicable Company Policies:

Second jobs are readily available once in the busy season, beginning in July. Our employment must take precedence over second job scheduling to qualify for housing. Students may work more than one position for our company, but we try to avoid overtime situations. Our housing is basic, but quite inexpensive relative to housing in Bar Harbor. We require students to respect those around them and adhere to housing rules and quiet hours. Wireless internet access is available at various hot spots on the property. Hotel common areas and facilities are for guest use only, but our grounds are expansive and plenty of activities are available within the park and in Bar Harbor. The park and town transportation system picks up individuals on property.

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

In Town, Requires Transportation:

Shopping Mall, Fitness Center