



Lafayette Hotels Tugboat Inn - Housekeeper

HOST INFORMATION

Company Description:

The Tugboat Inn is a full service hotel and restaurant on the waterfront in Boothbay Harbor, Maine. The complex includes 64 guestrooms, a full service dining room, a pub with patio deck, and a roof top deck. The Tugboat Inn nightly entertainment in the pub in season, and also has a marina offering boat slip rentals. Boothbay Harbor is a summer tourism destination, and is historically a popular area for J-1 Summer Work and Travel Participants. The Tugboat Inn's unique location and amenities will certainly attract a mix of diverse guests and staff for you to meet and to have a true American Experience.

Host Website: <http://www.tugboatinn.com/>

Site of Activity: Lafayette Hotels Tugboat Inn

Parent Account Name: Lafayette Hotels

Host Address: 80 Commercial Street Boothbay Harbor , Maine , 04538

Nearest Major City: Portland , Maine , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, fireplace, and deck/porch/patio.

Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Cleaning rugs, carpets, and upholstered furniture using a vacuum cleaner.*
- Dusting furniture and equipment.*
- Emptying wastebaskets and cleaning them inside and out.*
- Cleaning tiled floors with the use of brooms and mops.*
- Using chemical-based products to clean tubs, sinks, counter tops, mirrors, toilets, door panels and shower curtains.*
- Replenishing trash bags, soaps, bathroom items, and other supplies.*
- Transporting all trash and waste to disposal areas, as instructed.*
- Removing items from the refrigerator, stove, and microwave.*
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.*
- Loading and unloading dishes from dishwasher, drying dishes, and putting them away in proper places.*
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints to guests.*
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.*
- Attend departmental and team meetings as well as participate in all additional training courses.*
- Perform all duties in a safe manner.*
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.*

Typical Schedule:

You must be available to work evenings, weekends and holidays. Most housekeeping shifts run 8:30 am to 3:30 pm.

Drug Test required: No

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

At the discretion of the guests.

Estimated weekly wages including tips: \$600

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Slower in the months of May and early June, and more hours in July, August and September.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

50% food discount from the restaurant while the employee is working. 25% discount from the restaurant if not working.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

You may be lifting up to 40 lbs a day on your feet.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Must have the ability to read, write, and understand instructions given in the English language. Must have the ability to understand and respond to verbal instructions given in the English language. Employees will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending. These activities often also require considerable use of the arms and legs. Employees will be required to stand or walk for long periods of time. Employees may be required to lift, push, pull, or carry objects up to 40 lbs on a repeated basis. Employees must be able to work on occasion in an indoor, humid or hot environment without air-conditioning. Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity.

Job Training required: Yes

Length of job training:

6-8 hours

Hours per week during training period: 30

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Employee will be instructed on how to clean a guestroom and bathroom, what chemicals and tools will be used, how to arrange the items in the room according to our specifications, how to fold laundry to our specifications and how to stock and organize housekeeping carts and closets.

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts will be provided. You must bring your own khakis or navy blue knee length shorts or slacks (no jeans). Shoes must be closed toed and non-slip.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform shirts will be provided. You must bring your own khakis or navy blue knee length shorts or slacks (no jeans). Shoes must be closed toed and non-slip.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

You will find boat tours, lighthouses, sea kayaking and a variety of waterfront activities. In the area there are nature walks and hiking trails, botanical gardens, farmers markets, historic attractions and more. In the downtown there are many shops, galleries and restaurants.

Local Cultural Offering:

In June, the annual Windjammer Festival is a local and tourist favorite with a fantastic fleet of ships under sail. Watch as the beautiful windjammers sail in to Boothbay Harbor. Enjoy fireworks, a street parade, music in the town Whale Park, and meet a friendly group of pirates. Fun for all ages!

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:

Staff housing is located at the Seagate Motel, 138 Townsend Avenue, Boothbay Harbor. It is a 5 minute walk to the supermarket, a 7 minute walk to the pharmacy and a 10 minute walk to your job. The rooms are converted motel rooms and have a private bath, A/C and a small refrigerator. The rooms accommodate 2-3 students. Linens are provided. There is free wifi, a shared kitchen, a coin operated laundry and swimming pool on site.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Phone Service: Yes

Description:

Kitchen facilities: Yes

Description:

Community kitchen

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:

Generally housing is not co ed unless requested. We do allow and encourage friends to live together.

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: Yes

Cost: \$150

Description:

Housing Deposit will be deducted from your first paycheck

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit will be refunded at the end of the season following final room inspection

Details About Deposit Refund:

Final pay check

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: .5 miles

ARRIVAL INFORMATION

Arrival Instructions:

You will fly into Logan Airport located in Boston, MA. From there you will take a Concord Coach Lines bus to Portland, ME. When exiting Terminal E (International Terminal) the bus pick up is down to the right if you are facing the road. You will see signs for the busses, be sure to choose Concord Coach Lines, destination Portland. Portland is one hour and 15 minutes from Boothbay Harbor. Once you have made your travel arrangements, please email us with your flight information and expected arrival time in Portland. We will arrange your transportation to Boothbay Harbor.

Suggested Arrival Airport:

Boston Logan Airport, BOS, Over 50 miles

Portland International Jetport, PWM, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

The Hilton Boston Logan Airport

1 Hotel Dr

Boston , Massachusetts 02163

\$150 to \$200

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 provide transport to the social security office.

Nearest SSA Office: Augusta , Maine , Over 50 miles

Other:

Wage Payment Schedule:

Our work week runs from Thursday to Wednesday. You will be paid every two weeks, on a Thursday.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No extreme hair colors or facial piercings. We are looking for students who take good care of themselves and take pride in their appearance and take the time to be professional in appearance for guests. Males with a beard should be neatly trimmed or clean shaven.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones must be put away during work hours. We expect our associates to be focused on their jobs when they are at work. You may speak with your manager for further details.

Days off with friends are not guaranteed. Based on the schedule of the business and how busy it is the weekly schedule may change and you must be prepared to work accordingly.

You are expected to show up for work on time and not miss shifts. If you are going to be late or need to call out of work, you need to speak directly with your manager. Failure to do so will result in a warning.

Overtime is possible, but NOT guaranteed and should not be expected. Overtime, if available, will be granted to employees who are hard working, show up for work on time regularly, are responsible and deserving of this opportunity.

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