



## El Coronado Resort - Front Desk

### HOST INFORMATION

#### **Company Description:**

El Coronado Resort, located on the beachfront in Wildwood Crest, New Jersey, provides a memorable coastal experience with a range of accommodations and amenities. Visitors can enjoy beautiful ocean views, direct beach access, and nearby local attractions, making it ideal for family vacations, group tours, and individuals.

The surrounding area of El Coronado Resort is full of exciting activities and attractions. Wildwood is known for its beautiful beaches, the famous Wildwood Boardwalk offers endless entertainment. Here, you'll find Morey's Piers, an iconic amusement park with thrilling rides, games, and classic boardwalk food. For water lovers, Splash Zone Waterpark is nearby, featuring exhilarating water slides and lazy rivers.

Beyond the boardwalk, Wildwood and nearby Cape May feature festivals, live music, charming cafes, and historic sights like lighthouses and dolphin-watching tours. Outdoor enthusiasts can enjoy kayaking, paddleboarding, and wildlife tours, while others might prefer the Cape May Zoo or bowling. J1 students will find countless ways to experience American culture and enjoy a memorable season on the Jersey Shore.

**Host Website:** <http://www.elcoronado.com>

**Site of Activity:** El Coronado Resort

**Parent Account Name:** El Coronado Resort

**Host Address:** 8501 Atlantic Ave, Wildwood Crest, NJ 08260 Wildwood Crest, New Jersey, 08260

**Nearest Major City:** The closest major city to Wildwood, NJ, is Atlantic City, New Jersey, Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

##### *Position Description*

Front Desk positions are responsible for displaying a professional, pleasant attitude to all customers. Job duties include greeting guests, taking reservations, checking people in and out, helping guests with problems, answering phones, handling U.S. currency, and general office help. This position requires excellent skills in English. This position will provide the opportunity to work directly with the public and gain skills in American customer service

#### **Typical Schedule:**

9am-5Pm 4pm-12pm 3pm-11pm 8am-3pm

**Drug Test required:** No

### COMPENSATION

**Hourly Wage:** \$16.5

**Eligible for Tips:** Yes

While tipping is not mandatory, many guests leave gratuities as a way for staff for excellent service

**Estimated weekly wages including tips:** \$700

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

Hours are based on company workload

**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**

**Need to wear uniform:** Yes

**Uniform Policy:**

Black Pants. Black Shoes. The shirt will be provided.

**Cost of uniform:** \$0.01

**Uniform laundry:** Participant responsibility

**Dress Code:** Yes

**Description:**

Black Pants. Black Shoes. The shirt will be provided

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Will provide information about Events, Local Resources, Attractions/Sites, Local Community

**Additional Details about Cultural Offerings:**

Wildwood Boardwalk spans 2.5 miles, filled with vintage rides, games, and classic treats like funnel cakes and saltwater taffy. Morey's Piers adds thrills with roller coasters and a waterpark, offering a timeless American coastal experience.

## HOUSING AND TRANSPORTATION

**Housing Provided:** Conditional. Housing is provided based on arrival dates or other factors.

**Employer-owned or employer-arranged housing description:**

Amenities provided: TV, refrigerator, microwave, utensils, air conditioning, full kitchen, common area etc.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Phone Service: Yes

Description:

Kitchen facilities: Yes

Description:

Laundry facilities: No

Description:

The laundromat is within walking distance from the housing

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

4 rooms are in the apart. Males and females are housed separately. Friends of the same gender can be roommates.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$300

Description:

Students will need to pay the deposit upon arrival.

**Housing Deposit Refundable: Yes**

**Conditions for Deposit Refund:**

*Guidelines will be provided in the lease*

**Details About Deposit Refund:**

*Check or Cash*

**Transportation to Worksite:**

**Walking Commute Time**

*Estimated commute time: 15 to 30 minutes*

*Description: Head southwest on E Leaming Ave toward Atlantic Ave. Turn left onto Atlantic Ave and continue for about 0.6 miles. Turn right onto E Morning Glory Rd and bike straight to reach Ocean Ave. Turn right onto Ocean Ave, and El Coronado Resort will be on your left at 8501 Atlantic Ave, Wildwood Crest, NJ.*

**Biking**

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Head southwest on E Leaming Ave toward Atlantic Ave. Turn left onto Atlantic Ave and continue for about 0.6 miles. Turn right onto E Morning Glory Rd and bike straight to reach Ocean Ave. Turn right onto Ocean Ave, and El Coronado Resort will be on your left at 8501 Atlantic Ave, Wildwood Crest, NJ.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

**From Newark Airport:**

*You can access the NJ Transit bus directly from the airport. Take a bus to Wildwood. You will have to transfer at Atlantic City Bus Terminal to a bus towards Ocean City. \*\*You must take all of your luggage with you when transferring buses\*\**

**From JFK Airport:**

*Take the AirTrain to Sutphin Boulevard and transfer to the subway 'E' train towards Manhattan to the Port Authority Bus Terminal. From Port Authority, take a NJ Transit bus to Wildwood. You will have to transfer at Atlantic City Bus Terminal to a bus towards Wildwood. \*\*You must take all of your luggage with you when transferring buses\*\**

**From Manhattan:**

*You will depart from the Port Authority Bus Terminal on 41st Street and 8th Avenue. Take a NJ Transit Bus to Wildwood and transfer at Atlantic City Bus Terminal. \*Please take all luggage with you when transferring\**

**Suggested Arrival Airport:**

*Philadelphia International Airport, PHL, Over 50 miles*

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*El Coronado Resort*

8501 Atlantic Ave  
Wildwood, New Jersey 08260  
6097291000  
\$100 to \$150

## 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:

*Application Process: Visit the Social Security Office: The closest Social Security Administration (SSA) office to Cape May County is in Rio Grande, NJ (less than 8 miles from the work site). J-1 students can walk in to apply, but it's recommended to call ahead or schedule an appointment to avoid long wait times. You can also check the SSA website for specific hours and any temporary changes to the application process. When applying in person, bring all required documents, including your Form DS-2019, I-94, passport, and job offer letter.*

Nearest SSA Office: Cape May County, New Jersey, Less than 10 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:**

*Employees must maintain a professional appearance: Hygiene: Clean, fresh, and well-groomed. Hair: Neat, clean, and well-kept. Nails: Trimmed and subtle polish. Clothing: Clean, pressed uniforms or professional attire. Makeup & Jewelry: Subtle makeup, minimal jewelry. Footwear: Clean, polished, role-appropriate shoes. Tattoos & Piercings: Tattoos covered; minimal piercings in guest-facing roles.*

**Second Job Availability:** Yes, likely

**Applicable Company Policies:**

**El Coronado Resort Employee Policies:**

**No Smoking**

**Lost and Found Items:** If you find any lost and found items in assigned rooms, they must be bagged with a slip stating your name, the room number, and the date found. The items should be brought to the front desk or your active supervisor immediately for guest retrieval. Lost and found items are not to be kept, stored, or left in maid closets or on maid carts.

**Punctuality and Clock-In Procedure:** Employees may not punch in more than 5 minutes before their scheduled shift unless directed by a supervisor. Upon clocking in, you must proceed directly to your assigned duties. When not on duty, employees are not permitted in the building unless instructed by a supervisor.

**Safety and Security:** All employees must comply with hotel safety and security policies. Any employee who leaves without permission or fails to report to work without prior notice (no-call no-show) will be terminated.

**Parking:** Employees are not permitted to park in the hotel's parking lots.

*Music and Cell Phone Usage: Music is not allowed during working hours while the hotel is open to guests. Cell phone usage should be limited to emergencies only. Phones should be on silent mode during work hours, and calls or texts must be taken outside or in assigned maid closets if necessary.*

*A comprehensive hiring packet will be provided to all new employees before the start of their work. This packet includes important information about job responsibilities, expectations, safety procedures, and other key policies to ensure a smooth transition into your role.*

## COMMUNITY AMENITIES

***Walking Distance from Housing:***

*Shopping Mall, Post Office, Bank, Restaurants, Internet Cafe*

***In Town, Requires Transportation:***

*Shopping Mall, Post Office, Bank, Restaurants, Internet Cafe*