



## Harrison Group The Harrison Hall - Front Desk Clerk

### HOST INFORMATION

**Company Description:**

*The Harrison Hall Hotel has been in existence since 1951 and this year we would like to welcome you. Our location is within walking distance to the beach, amusements, arcades, shops, marinas, restaurants, night life and so much more. Our old-fashioned, spacious front porch is the perfect place to relax in one of our rocking chairs while you watch families stroll along the Boardwalk, play in the sand and splash in the surf.*

*Enjoy 10 miles of beach & a 3 mile famous boardwalk. Ocean City recently made TripAdvisor's list of the nation's Top 10 beaches. Enjoy swimming and sunning or surfing & fishing in the Atlantic. OC offers free activities including concerts, movies and Beach. OC offers amusements parks & arcades or catch a spectacular view from the top of our ferris wheel. Scream with delight on our roller coaster or savor the slower pace of our magnificent 1902 carousel. Choose from famous crab cakes or delightful fried chicken. Tear into a delicious cheeseburger or savor a smoky pit beef. Enjoy fresh-baked pizza or our famous french fries - and that's before you get to dessert. There's luscious saltwater taffy, sweet caramel popcorn, thick creamy fudge, rich ice cream, fresh, hot funnel cakes, cotton candy and chocolate-covered strawberries...and then you'll be ready to shop along the boardwalk and on many side streets as well.*

**Host Website:** <https://www.harrisonhalloc.com/index.html>

**Site of Activity:** Harrison Group The Harrison Hall

**Parent Account Name:** Harrison Group Hotels

**Host Address:** 1409 Atlantic Avenue Ocean City, Maryland, 21842

**Nearest Major City:** Washington, District Of Columbia, Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Make and accept reservations*

*Be able to follow a script*

*Check guests in and out, answer questions, solve problems,*

*Handle payments, be able to count cash and process credit cards.*

*Work under stressful conditions (large numbers of calls or check-ins/outs)*

*•Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.*

*The Harrison Group in whole will hire groups of 4 but due to multiple locations can NOT guarantee you will work together.*

*Flexibility with schedule required. Friends may not be able to work the same shifts or have the same days off. Second jobs are permitted only if students maintain their schedule requirements. Pay is by check NOT direct deposit and 1st check can take up to two weeks in order to get situated in payroll. Must be willing to work with many different cultures and races*

**Typical Schedule:**

Shift 9am-3pm. Please note that these hours are only guidelines and subject to change.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14

**Eligible for Tips:** Yes

Tips are solely dependent on the guest and earned by the level of service they receive.

**Estimated weekly wages including tips:** \$448

**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:** 40

**Potential fluctuation in hours per week:**

Hours will be lowest in May, June and the end of September and the most in July, August and the beginning of September.

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

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

•Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs), lift up to 40

*lbs on a repeated basis.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Employee will be required to take a 30-minute break •All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. •All housekeepers will be required to use chemical-based cleaners. •Housekeepers are required to work in small spaces such as shower and toilet areas. •Employees must be able to work continuously in an indoor environment. •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:*

*One week*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

***Need to wear uniform: Yes***

*Uniform Policy:*

*\$2/week is deducted for the cost of the uniform*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

***Dress Code: Yes***

*Description:*

*Please be prepared to buy or bring black bottoms such as pants, leggings or shorts. Students will also need nonslip black shoes. Clothing can also be purchased in the US.*

## CULTURAL OPPORTUNITIES

***Types of Cultural Opportunities:***

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

***Additional Details about Cultural Offerings:***

Chamber of Commerce is heavily involved organizing activities, please visit <http://oceancity.org> also E-Point has numerous trips, housing and shuttles from the airports, please visit <http://www.ocstudentcenter.com>. Numerous church groups offer free meals for international students

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

**Community Housing Options:**

Available: Yes

*Description:*

PLEASE SECURE HOUSING AS SOON AS YOU ARE HIRED. Housing must be secured prior to coming to the United States. Housing will cost from \$125/week to \$150/week. Housing is very limited and the longer you wait to find housing the less opportunities you will have. Please reach out to your employer for assistance. If you are traveling alone or with only a few in your group, please reach out to your employer and/or agent to help group students together for the same location and help locate housing and defray the cost. Please feel free to contact your employer to ask questions especially before you send money to anyone. PLEASE CONTACT E-POINT at [www.ocstudentcenter.com](http://www.ocstudentcenter.com) for housing options, they will require a \$500 upfront deposit and covers \$200 security and \$300 will be applied towards your rent. Please be prepared to pay this in advance.

Minimum Average Cost Per Week: \$125

Maximum Average Cost Per Week: \$150

**Transportation for Community Housing Description:**

Bus, bike or walk. Bus typical schedule:

April 1<sup>st</sup> thru May 6 am to 10 pm every 15 min & 10 pm to 6 am every 30 min. May thru September 6 am to 3 am every 10 min & 3 am to 6 am every 20 min. These dates are typical dates not actual. Check <http://ococean.com/explore-oc/getting-around-oc> for actual dates.

## ARRIVAL INFORMATION

**Arrival Instructions:**

Please fly into John F Kennedy International Airport (JFK). Please contact your employer once you have secured your arrival details and email the specifics to [ashleyharrison@harrissonp.com](mailto:ashleyharrison@harrissonp.com). Participants can utilize a local shuttle service such as E-Point at [ocstudentcenter.com](http://ocstudentcenter.com) to Ocean City, MD and please plan to arrive at your previously secured housing and please not to the hotel. Communication is key.

**Suggested Arrival Airport:**

John F Kennedy International Airport, JFK, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Hotel Ninety Five - JFK Airport  
145-07 95th Avenue  
Jamaica, New York 11435  
<https://hotelninetyfive.com/>

718-291-4000  
\$100 to \$150

## TRAINING AND ONBOARDING

### **Pre-Arrival Onboarding:**

### **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 give you directions to the Salisbury Social Security Administration location and direct you toward websites and organizations that offer shuttles there for discounted pricing such as E Point [www.ocstudentcenter.com](http://www.ocstudentcenter.com). Upon receipt of your Social Security Number, you are to supply this to your employer immediately.

Nearest SSA Office: Salisbury, Maryland, Less than 25 miles

### **Other:**

Wage Payment Schedule:

You will be paid every week. Please note that the first check can take up to 3 weeks in order to get student situated in payroll. Please plan accordingly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups:

Grooming Requirements:

Hair should be clean, combed, & neatly trimmed/arranged. Unkept hair is not allowed. Hair should be of a natural color. Sideburns, mustaches, & beards must be neatly trimmed & may not be grown at work. Uniforms must be clean & odor free at all times. Nose/face/tongue studs are not allowed. Male associates who come or may come in contact with the public may not wear earrings. Fingernails should be clean and trimmed. Nail polish must either be clear or of neutral shades.

Second Job Availability: Yes, likely

Applicable Company Policies:

Participants will receive a full handbook upon hiring

## COMMUNITY AMENITIES

### **Walking Distance from Worksite:**

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

***Walking Distance from Housing:***

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

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

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