



## Sebasco Harbor Resort - Housekeeper

### HOST INFORMATION

**Company Description:**

*We welcome the opportunity to introduce you to our unique organization. Sebasco Harbor Resort is one of the best kept secrets on Maine's Midcoast oceanfront. Located on 450 breathtaking acres on the beautiful Popham peninsula, we offer diverse employment opportunities for hospitality professionals as well as those looking to work and gain experience in this exciting field. Being very proud of our heritage and success in providing outstanding employment opportunities for local residents, we also have opportunities for those looking to spend a season in the coastal Maine community of Phippsburg.*

*As a seasonal resort (May through late October) with an outstanding team of dedicated and motivated staff, we take great pride in our environment and history, while providing exceptional service for our guests. Sebasco employs over 150 hospitality professionals each season, with hiring priority given to those who are available to work from mid-May through October. Our oceanfront Fairwinds Spa, golf, tennis, kayaking, sailing, fishing, and hiking give our guests a chance to reconnect with each other and with the pure pleasures of Maine. It also allows us to offer great resort amenities and employee discounts to our staff. The season offers a variety of staff activities, including golf, hiking, vintage candle pin bowling, recreation center, evening entertainment, harbor moorings, a saltwater harbor side pool, boat charters, special staff only activities and lots more.*

**Host Website:** <https://www.sebasco.com>

**Site of Activity:** Sebasco Harbor Resort

**Parent Account Name:** Sebasco Harbor Resort

**Host Address:** 29 Kenyon Road , PO Box 75 , Sebasco Estates , Maine , 04565

**Nearest Major City:** Portland , Maine , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

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

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Cleaning rugs, carpets, and upholstered furniture using 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, countertops, 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 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 of 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.

Public area cleaning shifts (cleaning the grounds of the Resort- sweeping, trash removal) and laundry shifts (sorting, cleaning and folding laundry) are required. Some evening and split shifts required.

This is a Resort. Therefore, students must be willing to perform other jobs outside of housekeeping, on occasion and as needed, such as dish washing, pool attendant, food server or bowling alley attendant.

**Typical Schedule:**

Must be willing to work flexible hours.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14

**Eligible for Tips:** Yes

tips are not guaranteed and will be at the discretion of the guest.

**Estimated weekly wages including tips:** \$450

**Bonus:** Yes

Up to \$1.00 per hour for each hour worked up to 40 hours per week. For Bonus: 1. Employee must work through agreed upon end date 2. is an employee in good program standing

\* 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 June, busier 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:**

3 meals a day included in rent! 25% off dining at the on-site restaurants. Housing on-site! Use of all amenities!

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

•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. •Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 50 lbs), lift up to 40 lbs on a repeated basis

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

•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. •Must be willing to work split shifts as needed. Must be willing to work in other positions and other departments as needed.

**Job Training required:** Yes

Length of job training:

5-7 days

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employer will provide written uniform requirements for your position after you have accepted the job. Generally students should bring black and tan slacks (no jeans, capris or shorts) black or white shoes depending on position - uniform shirts are normally provided at no cost to student.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Employer will provide written uniform requirements for your position after you have accepted the job. Generally students should bring black and tan slacks (no jeans, capris or shorts) black or white shoes depending on position - uniform shirts are normally provided at no cost to student.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Major City*

**Additional Details about Cultural Offerings:**

*Each summer we plan cultural trips for you! We plan trips to local amusement parks, local and state parks, the local beaches and Portland. One night a week, students make a meal from their country for the rest of the students- an International Pot Luck!*

**Local Cultural Offering:**

*All students receive a 25% employee discounts at our onsite restaurant.*

*Employer schedules twice weekly trips to Bath to Wal-Mart and other cultural outings.*

*Students have access to boating, biking, kayaking, pool, beach, golf, fitness center, bowling, and ping pong!*

## 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:**

*ALL meals are included in housing costs. Housing is provided on site and is dormitory style. There are common living areas, shared kitchen and bathrooms. Students like the housing because it is on site! Students hired to work for us will be expected to live together and are expected to get along with each other. The housing is co-ed.*

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Yes, available WIFI

Phone Service: Yes

Description:

Yes, cell service with WIFI

Kitchen facilities: Yes

Description:

There is a refrigerator and shared kitchen, but you will also have all meals provided.

Laundry facilities: Yes

Description:

laundry available to use.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Co- Ed dorms - multiple buildings on property - all within the resort proper.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

May be split over the first four weeks of work, for \$25 dollar deductions.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Room must be left clean and undamaged and all resort owned property, ie. linens, towels, fan or heater, uniforms if provided - must be returned in good condition

Details About Deposit Refund:

Final paycheck

**Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is on property - 5 minute walk maximum

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*Student must travel to Bath, Maine. The employer will pick students up in Bath, Maine at the Concord Coach Lines Bus drop off.*

*Students must make prior arrival arrangements with employer.*

*Take the Concord Coach Lines Bus to Bath, Maine. You can pick up the bus outside the baggage claim area at Boston Logan Airport. A one way ticket costs about \$35.00.*

*Once you get to Boston, the bus from Logan airport to Bath leaves at 11:35a and arrives in Bath at 2:50p. Here is the link to Concord Coach (please note they may put a second trip on in June): <https://concordcoachlines.com/route/midcoast-maine-boston-logan-airport/>*

*OR, if you prefer rail travel – there is an AMTRAK Downeaster train that leaves North Station in Boston and the final stop is Brunswick – where we can also get you:<https://www.amtrak.com/routes/downeaster-train.html>*

*VERY IMPORTANT! – Please contact me via email (if you have wifi) once you land so we know you are on the ground safely. You can also call 207-389-1161 and let the Front Desk know that you have arrived and to contact me.*

### **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: \$25 to \$50**

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

*Red Roof Inn  
920 Broadway  
Saugus , Massachusetts 01906  
\$150 to \$200*

## 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:*

*Sebasco will provide multiple trips to office depending on student's arrival.*

*Nearest SSA Office: Portland , Maine , Less than 50 miles*

**Other:**

*Wage Payment Schedule:*

*Weekly paycheck and we suggest direct deposit - we work with Bank of America and they will come on property to assist setting up the accounts.*

*Meal Plan: Mandatory*

*Estimated Cost Per Day: \$0*

*Meal Plan Description:*

*Three meals a day included in \$100/weekly rent.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups:*

*Grooming Requirements:*

*All students must have a clean and neat appearance, extreme "looks" are not permitted - no visible tatoos or facial piercings, hair must be clean and well groomed. Males MUST be clean shaven and clean cut (no long hair or beards) and no earrings.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

*Sebasco is a 100% smoke free environment.*

*Due to the location of the Resort, the ability to obtain a second job is highly unlikely. Students must be willing to work split shifts and in other positions and departments when necessary.*

*Sebasco is in a remote location. Transportation is required to go into town.*

*After students are hired, they will be required to have a Skype conversation with the employer. The employer wants to be able to meet you and talk about the job that you will be doing and give you more information about the Sebasco Harbor Resort. Students must contact their employer directly via email so that the Skype conversation can be scheduled. The employer is very strict that all students must be responsive and communicate with their employer after they are hired.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Post Office, Fitness Center, Internet Cafe*

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

*Food Market, Shopping Mall, Bank, Restaurants, Public Library*