



WORK & TRAVEL USA

## Lafayette Hotels Norseman Resort - Housekeeper

### HOST INFORMATION

**Company Description:**

Norseman Resorts of Ogunquit including Norseman Resort, Aspinquid Resort, Seacastles Resort, Splash Beachfront Restaurant, The Beach Store and Ice Cream, and Beachology gift shop. Lots of great opportunities here for 2nd jobs.

We are located directly on Ogunquit Beach. If you like the idea of taking a break on the beach, you will love it here. Work is more fun when you work on the beach!!

We are a family run business and we treat all of our team members like family. It's more than just a place to work here!

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

**Site of Activity:** Lafayette Hotels Norseman Resort

**Parent Account Name:** Lafayette Hotels

**Host Address:** 135 Beach Street Ogunquit, Maine, 03907

**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 hallway 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 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 refrigerator, stove, and microwave.
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
- Loading and unloading dishes from the dishwasher, drying dishes, and putting them away in the proper places.
- Some light grounds maintenance and other projects on the property.
- 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 operations, 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:**

More hours in July and August, less in September.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** Yes

Not guaranteed, up to the discretion of the guest.

**Estimated weekly wages including tips:** \$525

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

**Estimated minimum number of hours per week:** 35

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

**Potential fluctuation in hours per week:**

More hours in July and August. Less hours in September.

**Average number of hours per week reached by last year's seasonal employees:** 36

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

50% discount on shift meals 50% discount in our store

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

Employees may be required to lift, push, pull, or carry objects up to 40lbs on a repeated basis.  
Standing for entire shift

*Handling cleaning chemicals*  
*Working outdoors*  
*Working under direct sunlight*  
*Other qualifications or conditions*

*Description:*

*During the summer it can be very hot. Students will be moving from unit to unit, cleaning up after guests have left. Please have proper footwear and acceptable clothing. Generally students find the climate to be similar to their home country.*

**Job Training required:** Yes

*Length of job training:*

*Two Weeks*

*Hours per week during training period: 40*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** No

**Dress Code:** Yes

*Description:*

*Students should have comfortable footwear. Students should all come with proper black sneakers and black or khaki pants/shorts. No spandex can be worn at work.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

*We think it is important to enjoy the area and learn the local culture, not just work!*

*Paddleboarding, hiking, cook outs, pool parties, day trips, beach trips.*

**Local Cultural Offering:**

*Great chamber of commerce*

## 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:***

*13 Beach Street - centrally located near the center of town and only a 500 yard walk to the beach Refrigerator Microwave Private bath for every 3 to 4 participants Bedding provided WIFI \$120/week*

***Lease Agreement:*** Yes

***Onsite Amenities:***

*WiFi: Yes*

*Description:*

*WIFI ACCESS*

*Phone Service: Yes*

*Description:*

*Good cell service*

*Kitchen facilities: Yes*

*Description:*

*Shared kitchen access, stove, oven, microwave, toaster oven*

*Laundry facilities: Yes*

*Description:*

*Coin Op laundry a short walk from housing (100yards)*

***Occupancy Requirements for Provided Housing:***

*Minimum Occupancy Per Room: 3*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 3 - 4*

*Rooming Arrangement Description:*

*Rooms are not coed, floor is coed.*

***Provided Housing Cost:***

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$120*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$120*

*Description:*

*Withdrawal from first paycheck*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Fully refundable following exit inspection*

*Details About Deposit Refund:*

*On final paycheck*

***Transportation to Worksite:***

*Walking Commute Time*  
*Estimated commute time: Under 15 minutes*

*Description: 100 - 500 yards depending on department*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*The best method is to fly to Boston MA or Portland ME. From those locations you will want to take the Amtrak to Wells Maine where we can pick you up. If you are flying into Boston MA, we recommend taking the C&J bus directly from the airport to Portsmouth NH. We will pick you up at the bus station. More information and tickets for the bus are available at <https://www.ridecj.com/>. If you arrive afterhours we will coordinate pickup at the airport for you.*

*DO NOT BOOK A FLIGHT TO PORTLAND OREGON.*

### **Suggested Arrival Airport:**

*Logan Airport, BOS, Over 50 miles*

*Portland Maine, PWM, Less than 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$25 to \$50

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

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

*Fireside Inn and Suites  
81 Riverside St  
Portland , Maine 04103  
[www.firesideinnportland.com](http://www.firesideinnportland.com)  
2077745601  
\$75 to \$100*

## 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 help you with all aspects of getting your social security number taken care of.*

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

### **Other:**

*Wage Payment Schedule:*

*Biweekly paycheck - direct deposit*

*Meal Plan: Optional*

*Estimated Cost Per Day: \$10*

*Meal Plan Description:*

*50% discount on shift meals*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Must be well groomed, limited visible tattoos and piercing for front of house positions. Tshirts will be provided.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Cell phones are not permitted in the work place.*

*Smoking is not permitted at work or in our housing location.*

## 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*

***Unavailable:***

*Internet Cafe*