



## Harrison Group Holiday Inn & Suites VA Beach - N Beach - Housekeeper

### HOST INFORMATION

**Company Description:**

*Virginia Beach Oceanfront Hotel's Guests Have It All*

*From a private, oceanfront balcony to 250,000 gallons of aquatic adventure, the Holiday Inn® & Suites Virginia Beach - North Beach guests enjoy the perfect beach vacation in Virginia Beach. The resort's oceanfront location is a perfect, relaxing family retreat as the hotel offers everything under the sun.*

*Slide into our Splish Splash Lagoon, float along the indoor lay-Z-river or lounge with a favorite summer beverage at the oceanfront outdoor pool. The hotel's activity program, Splash Kamp, is the perfect place for your family. The arts and crafts, games and more will create unforgettable memories. Take a break from the sun and catch a quick flick in our 48-seat movie theatre.*

*Schedule your next meeting in our conference center, which offers 8,000 sq ft of meeting space, and treat your associates and families to a mini vacation in Virginia Beach. The resort's Office-on-the-Go and the free Wi-Fi access in the guest rooms help you stay connected and productive.*

*Enjoy the best of the beach as the hotel's guest in Virginia Beach. Inspired by 50 years of family tradition, the Isle of Capri offers fine Italian dining and stunning views of the Atlantic. The Square Whale is the ideal spot to enjoy moderately-priced poolside specialties. Want a great start? The Greenery Cafe's funky candy-colored atmosphere serves a buffet of breakfast delights. We look forward to welcoming you!*

**Host Website:** [https://www.ihg.com/holidayinn/hotels/us/en/virginia-beach/orfob/hoteldetail?cm\\_mmc=BingMaps\\_-HI\\_-US\\_-ORFOB&msockid=3b5cb70f739965c1048ca3dd720d64db](https://www.ihg.com/holidayinn/hotels/us/en/virginia-beach/orfob/hoteldetail?cm_mmc=BingMaps_-HI_-US_-ORFOB&msockid=3b5cb70f739965c1048ca3dd720d64db)

**Site of Activity:** Harrison Group Holiday Inn & Suites VA Beach - N Beach

**Parent Account Name:** Harrison Group Hotels

**Host Address:** 3900 Atlantic Avenue Virginia Beach , Virginia , 23451

**Nearest Major City:** Washington , District Of Columbia , 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. 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. 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.

**Typical Schedule:**

Shift 9am-5pm. Please note that these hours are only guidelines and subject to change.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**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:** \$535

**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:**

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

**Overtime Policy:**

Yes, paid after 40 hours

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Housekeeper 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 Room Attendants 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 Room Attendants will be required to use chemical-based cleaners. •Room Attendants 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:*

*Please be prepared to buy or bring khaki shorts and nonslip black shoes. Clothing can also be purchased in the US.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** No

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Shopping Trips, Company Parties, Holiday Events, Trips to Major City, Trips to Nearby/Major Attractions*

**Additional Details about Cultural Offerings:**

*There is a very active ISOP in Virginia Beach as well as numerous International Students.*

*<https://www.virginia.org/listings/VisitorInformationCenters/VirginiaBeachVisitorInformationCenter/>*

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

**Community Housing Options:**

*Available:* Yes

*Description:*

*HOUSING MUST BE OBTAINED EARLY – 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 more expensive it will become with less opportunities to find. Most landlords will expect to have a security deposit prior to moving in of at least \$250. Please be prepared to pay this in advance to help secure housing prior to moving in. Your employer is there to help you understand the requirements of housing within the community.*

*<http://www.vbisop.org/housing-options.options> Jimmy and Barbara Gallagher 757-646-8920 or 757-674-5322  
[jimgallagher311@yahoo.com](mailto:jimgallagher311@yahoo.com) Skype James.gallagher311 Marlene Woodall woodalllaw@aol.com Virginia ISOP  
<https://www.airbnb.com>*

*Minimum Average Cost Per Week: \$125*

*Maximum Average Cost Per Week: \$150*

**Transportation for Community Housing Description:**

*Bus, bike or walk. Bus typical schedule:*

*Virginia Beach Wave runs 8am to 2am about every 20 minutes <http://gohrt.com/services/vb-wave>*

*\$4*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Please fly into Norfolk International Airport (ORF). Please contact your employer once you have secured your arrival details and email the specifics to [ashleyharrison@harrisongp.com](mailto:ashleyharrison@harrisongp.com). Participants can utilize a local shuttle service such as E-Point at [ocstudentcenter.com](http://ocstudentcenter.com) to Virginia Beach, VA and please plan to arrive at your previously secured housing and please not to the hotel. Communication is key.*

**Suggested Arrival Airport:**

*Baltimore/Washington International, BWI, Over 50 miles*

*Philadelphia International Airport, PHL, Over 50 miles*

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Comfort Inn & Suites Virginia Beach  
5808 Burton Station Rd*

Virginia Beach , Virginia 23455  
<https://www.choicehotels.com/virginia/virginia-beach/comfort-inn-hotels/va697>  
+17579653503  
\$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:

Employer will take you to the Social Security Administration.

Nearest SSA Office: Virginia Beach , Virginia , Less than 10 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: Yes

Maximum Group Size:

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

