



## Harrison Group Holiday Inn Oceanfront 67th Street - Housekeeper

### HOST INFORMATION

**Company Description:**

**Welcome to Ocean City, Maryland!**

Enjoy 10 miles of beach, a 3-mile famous boardwalk & 200+ restaurants. Enjoy swimming and sunning along the Atlantic, not to mention surfing, fishing and even kayaking and canoeing. And during the summer, you'll find free activities every day of the week, including concerts, movie nights and Beach Olympics.

**Holiday Inn Ocean City** is located directly on the beach in Ocean City, Maryland. This beachfront location provides a variety of amenities, including indoor and outdoor pools. Touch of Italy - our authentic gourmet Italian restaurant on-site!

**We offer employee discounts :-)**

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

**Site of Activity:** Harrison Group Holiday Inn Oceanfront 67th Street

**Parent Account Name:** Harrison Group Hotels

**Host Address:** 6600 Coastal Highway, 67th Street, Ocean City, Maryland, 21842

**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. 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 8am-4:30pm. 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:**

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>

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 \$150/week to \$300/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. Please be prepared to pay this in advance. Housing Lead: RESORT HOUSING MANAGEMENT ASHOT MNATSAKANYAN 712 Bradley Rd Unit A Ocean City MD 21842 Phone 410-600-5528 Email: [resorthousingoc@gmail.com](mailto:resorthousingoc@gmail.com) Facebook: <https://www.facebook.com/StudentHousingManagement/>*

*Minimum Average Cost Per Week: \$150*

*Maximum Average Cost Per Week: \$300*

**Transportation for Community Housing Description:**

*Bus, bike or walk.*

*Check <https://www.ococean.com/plan-your-visit/transportation/getting-around/> for public transportation information.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

**Baltimore/Washington International and Philadelphia International Airport** airports are the most common airports that most of the students use. You can look up flights to JFK (NYC) and Washington Dulles as well.

**Transportation to Ocean City from airport: Students are responsible for their own transportation from the airport to Ocean City.**

**Greyhound Bus: You will need to purchase a ticket in advance and check bus schedules prior to departure.** For details go to <http://www.greyhound.com>

**Arrival:** Students are required to provide arrival date and time in Ocean City at the housing facility **two weeks prior to arrival date.** **This information is to be sent to Reagan O'Meara at [romeara@harrisongp.com](mailto:romeara@harrisongp.com)**

*There are student agencies who do airport transportations for a reasonable amount:*

**E-Point:** <https://ocstudentcenter.com/>

**All Friends Student Center:**

+1 443-664-2803

<https://www.allfriends.co/transfers>

*We are also here to help you if you would have any difficulties to contact with them, but you must make airport transportation arrangements **BEFORE** arriving in the US.*

**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:**

*Embassy Suites by Hilton Philadelphia Airport  
9000 Bartram Ave*

Philadelphia , Pennsylvania 19153

[https://www.hilton.com/en/hotels/phlapes-embassy-suites-philadelphia-airport/?SEO\\_id=GMB-ES-PHLAPES&y\\_source=1\\_MTExMDAzMS03MTUtbG9jYXRpb24uZ29vZ2xlIX3dIYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/phlapes-embassy-suites-philadelphia-airport/?SEO_id=GMB-ES-PHLAPES&y_source=1_MTExMDAzMS03MTUtbG9jYXRpb24uZ29vZ2xlIX3dIYnNpdGVfb3ZlcnJpZGU%3D)  
(410) 691-1000  
\$75 to \$100

Holiday Inn Baltimore Bwi Airport

815 Elkridge Landing Rd

Linthicum Heights , Maryland 21090

[https://www.ihg.com/holidayinn/hotels/us/en/linthicum-heights/bwiap/hoteldetail?cm\\_mmc=GoogleMaps\\_-HI\\_-US\\_-BWAP](https://www.ihg.com/holidayinn/hotels/us/en/linthicum-heights/bwiap/hoteldetail?cm_mmc=GoogleMaps_-HI_-US_-BWAP)  
(410) 691-1000  
\$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 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: 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*