



King Real Estate Grand Beach Inn - Front desk

HOST INFORMATION

Company Description:

Come visit the Grand Beach Inn where we provide spacious accommodations with direct access to 7 miles of sandy beach.

The famous Old Orchard Pier has shops and restaurants and the amusement park has all kinds of fun rides and games for children of all ages. You'll enjoy the finest beach in Maine. Take a relaxing stroll along the waters edge to the town center where you will find the famous Old Orchard Pier, Palace Playland amusement park, along with many shops and restaurants. If you would like to take a day trip and adventure out of Old Orchard, you'll find many popular, nearby Maine attractions, such as: Kittery Outlet shopping, Old Port shops and the Freeport Outlets (Featuring L.L. Bean). If shopping is your pleasure, the Maine Mall is only 20 minutes away where you will find every kind of store and cuisine imaginable.

The Grand Beach Inn has 88 hotel rooms and 5 cottages. We are located less than 70 yards from the beach. We have a restaurant on site.

Host Website: <http://grandbeachinnmaine.com>

Site of Activity: King Real Estate Grand Beach Inn

Parent Account Name: King Real Estate

Host Address: 198 East Grand Avenue Old Orchard Beach , Maine , 04064

Nearest Major City: Portland , Maine , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

This position requires great customer service. Front desk responsibilities are answering the phone, making reservations, reconciling reservations, updating inventory, cancel reservations, taking payments, keep lobby clean, make coffee.

Typical Schedule:

There are two shifts available for this position 7 am to 3 pm and 3 pm to 11 pm.

Drug Test required: No

COMPENSATION

Hourly Wage: \$17.5

Eligible for Tips: No

Estimated weekly wages including tips: \$700

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

N/A

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

None

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Other qualifications or conditions

Description:

Excellent customer service, friendly.

Job Training required: Yes

Length of job training:

from 5 to 7 days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Every front desk clerk will be trained for 5 days. At the end of the training period they will need to be able to make and cancel reservations independently, take phone calls and work without supervision.

Need to wear uniform: Yes

Uniform Policy:

T-shirt with logo, khaki pants and toe shoes.

Cost of uniform: \$10

Uniform laundry: Participant responsibility

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

We do pizza parties, pool days, and day trips to Portland.

Local Cultural Offering:

Our students have discounts in the biggest attraction in Old Orchard Beach- The Palace Playland. Also they will have discounts to pizza and burgers places in the town.

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:

In every housing we have a TV, refrigerator, bed, microwave, utensils, AC. Kitchens are fully equipped. Free Wi-Fi All bedding is provided.

Lease Agreement: *No*

Onsite Amenities:

WiFi: Yes

Description:

Yes, free of charge.

Phone Service: Yes

Description:

They can use their own phones or they can use the hotel land line phone at any time.

Kitchen facilities: Yes

Description:

Every apartment has a kitchen.

Laundry facilities: Yes

Description:

The students can use their own laundry in the house or the guest laundry in the hotels.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Yes we let the students live with their friends.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

The deposit must be made when the students arrive.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Deposit is refundable after move out/walk through inspection.

Details About Deposit Refund:

Housing must be left in broom clean condition. We will refund \$75 of deposit and keep \$25 for end of season cleaning.

Transportation to Worksite:

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: The bike route is really good and the route is not that busy.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: The transportation is with the van and the van comes every day at 9:20am.

ARRIVAL INFORMATION

Arrival Instructions:

There are two options for your travel to Portland Maine. We suggests flying into Boston International Airport (BOS) which offers more flight options and is typically more affordable for students.

1) Boston Logan International Airport (BOS) We recommend that students fly into Boston Logan International Airport (BOS) and take a bus or train to Portland, Maine (approximate travel time 2-2.5 hours). The cost of a one-way bus or train ticket to Portland will be about \$30.00. The Concord Coach Bus (<https://concordcoachlines.com/>) and the Amtrak Train Down-easter (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center.

2) Portland International Airport (PWM) Students also have the option to fly into Portland International Jetport (PWM) where the employer will be available to pick up students at the arrivals terminal. Students MUST email their arrival information to Lina Bryant and Emily Keenan (krebkpr1@gmail.com and emy.krehotels@gmail.com) at least 2 WEEKS prior to arrival to the United States.

Suggested Arrival Airport:

Boston Logan International Airport, BOS, Over 50 miles

Portland International Airport, PWM, Less than 10 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

*The Grand Beach Inn
198 East Grand Avenue
Old Orchard Beach , Maine 04064
2079344621
\$50 to \$75*

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 assist everyone with the application and the scheduling.

Nearest SSA Office: Biddeford , Maine , Less than 10 miles

Other:

Wage Payment Schedule:

Bi-weekly paycheck

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Close toed shoes, khaki pants, uniform shirts.

Second Job Availability: Yes, likely

Applicable Company Policies:

We allow second jobs within the company, however it is not often available. There are many businesses available.

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