



King Real Estate Old Orchard Beach Inn - Front desk

HOST INFORMATION

Company Description:

Old Orchard Beach is a town located in York County, Maine, United States. It is located on the inner side of Saco Bay on the Atlantic Ocean. The town is a popular summer beach destination. The downtown contains many tourist-oriented businesses, including clam shacks and T-shirt shops. A wooden pier on the beach contains many other tourist businesses, including a variety of souvenir shops. The seven mile (11 km) long beach stretching away from the downtown is lined with many beach residential properties, condominiums, motels and bed and breakfasts.

The Best of Both Worlds – the Seabreeze Motel is located very near the Old Orchard Beach town center and is a short walk to the amusements and attractions. We have been hosting exchange students for over 10 years. Always trying to help everyone have a very positive experience. We do a lobster bake for everyone at our annual end of season appreciation party and offer pizza lunches at least twice per month.

Host Website: <http://www.Oldorchardbeachinn.com>

Site of Activity: King Real Estate Old Orchard Beach Inn

Parent Account Name: King Real Estate

Host Address: 6 Portland 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: \$16.5

Eligible for Tips: No

Estimated weekly wages including tips: \$525

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

Additional Details about Cultural Offerings:

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

Local Cultural Offering:

Our students will receive a good discounts in the biggest attraction in the town The Palace Playland.

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:

Majority of the housing is apartment building. The apartments are fully equipped , free Wi-Fi. All bedding and linens are provided.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Unlocked Wi-Fi

Phone Service: No

Description:

They are more than welcome to use the hotel phones.

Kitchen facilities: Yes

Description:

All of the houses have kitchen facilities.

Laundry facilities: Yes

Description:

They are more than welcome to wash in the laundry which is in the houses and this laundry in the hotels. If participants are using hotel laundry they must coordinate with their manager or supervisor.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Rooms may be co-ed, but apartments are. You may request to live with your friend(s)/partner. If their is any special requirement

due to religion or needs please reach out to us and we can make adjustments.

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:

Housing deposit and 1st week rent are due upon arrival.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

If there are no damages in the house the deposit is refundable.

Details About Deposit Refund:

Housing must be left in broom clean condition. We will refund full deposit as long the housing is left in the same conditions they arrived in. If not then we will deduct a cleaning fee depending on the condition of the unit.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: All housing is within a 10-15 minute walking distance from hotel.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$50

Total: Yes Per Day: No

Description: The traffic on the route is pretty slow. Bikes are on first come, first serve basis. If we have no more bikes they can be rented for the season downtown.

ARRIVAL INFORMATION

Arrival Instructions:

We do not provide transportation upon arrival please plan accordingly!

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 Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center. team. Portland International Airport (PWM) Students also have the option to fly into Portland International Jetport (PWM).

Suggested Arrival Airport:

Portland, MAINE, PWM, Less than 25 miles

Boston Logan International Airport, BOS, Over 50 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
207-934-4621
\$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:

Participants should apply for their social on their day off. They will be able to get to the social security office by using public transportation or Uber.

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

Other:

Wage Payment Schedule:

Bi-Weekly, direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Close toed shoes, black bottoms & uniform shirts. Shorts must be mid thigh length as well as skirts for front desk. Moderate perfume/cologne.

Second Job Availability: Yes, likely

Applicable Company Policies:

We allow second jobs within the company, however it is not often 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

In Town, Requires Transportation:

Shopping Mall