



## King Real Estate Seabreeze Suites - 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://seabreezemotelmaine.com/>

**Site of Activity:** King Real Estate Seabreeze Suites

**Parent Account Name:** King Real Estate

**Host Address:** 30 Milliken Street 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:*

*Unlock WiFi*

*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.*

**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 are not co-ed, but apartments are. You may request to live with your frined(s)/partner.*

**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 \$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: 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.*

## 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 Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center. team Details about a scheduled pickup will be communicated to the student prior to their departure.*

*2) 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:*

*Every week we give to our students transportation with our van.*

*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, khaki pants, uniform shirts.*

*Second Job Availability:* No, unlikely

*Applicable Company Policies:*

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

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*

***Walking Distance from Housing:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*

***In Town, Requires Transportation:***

*Shopping Mall*

