



LOGE Southport - Room Attendant

HOST INFORMATION

Company Description:

Ocean Gate Resort is a 65-room coastal Maine resort on Southport Island, less than 10 minutes from downtown Boothbay Harbor. Nestled among 33 acres of wooded pine trees and ocean-view vistas, the resort is a modern take on the classic Maine camp experience and features a full array of recreational amenities including an outdoor heated pool, canoes and kayaks launched from our private dock, miniature golf course, fire pit with Adirondack chairs, bikes to explore the area, and tennis and basketball courts. Almost all of our guestrooms feature ocean-views, while most offer private balconies or decks.

Located just minutes from Boothbay Harbor, Ocean Gate Resort is the perfect place to set up a home base and relax after a day of exploring town or the many nearby attractions. With comfortable ocean-view guest rooms and countless on-site amenities and activities, get the best of both worlds at Ocean Gate when you're looking for a Boothbay Harbor Resort!

Host Website: <https://www.facebook.com/oceangateresort/>

Site of Activity: LOGE Southport

Parent Account Name: Schulte Hospitality

Host Address: 70 Ocean Gate Rd Southport , Maine , 04576

Nearest Major City: Portland , Maine , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

JOB DUTIES & RESPONSIBILITIES:

Overseeing the cleanliness and appearance of our guest rooms and facilities.

Make up beds and change linens.

Sweep, scrub, mop floors.

Vacuum carpets, rugs and draperies.

Wipe down and sanitize wash basins, mirrors, tubs and showers.

Dust or clean/polish furniture, fixtures and fittings.

Empty and clean trash containers.

Pick up litter around property.

Take in-room inventory, and report product use and items that guests have taken to purchase.

Report any need repairs.

Make sure all lost and found items are logged.

Sort, wash, load and unload dirty laundry, and then fold, put away clean laundry.

Take care of our guests and help answer their questions.

Be familiar with property amenities, local recommendations, and fun things to do in the area.

Perform other duties or special projects as assigned.

SKILLS NEEDED:

Great customer service skills and a professional, friendly, low-drama attitude.

Strong verbal communication skills and a team player mindset.

Be able to work in a fast-paced environment, and to keep on track, even when things get busy.

A knack for keeping things neat and organized, and an eye for detail.

REQUIREMENTS:

Housekeeping is an active role, involving frequent bending, reaching overhead and squatting.

Lifting, carrying, and placing objects weighing up to 30 lbs. without assistance.

Pushing/pulling objects weighing up to 75 lbs. without assistance.

Remaining on your feet for extended periods of time.

Remaining stationary for one (1) hour, move about/traverse property spaces, push, kneel, bend, balance, squat, reach and stretch for up to eight (8) hours per day

The noise level in the work environment can be moderate and occasionally loud (typical of a hotel setting).

Ability to communicate effectively and understand written and verbal instructions in English

Typical Schedule:

Schedules may vary due to business needs. On a regular basis, this person can expect to be scheduled approximately 5 days per week, 8 hours per day. Each day begins in the morning, between 8a-9a.

Seasonal changes to job duties or available hours: Yes

**Weekly hours will be different due to changes in the operating season*

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: No

Estimated weekly wages including tips: \$600

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 37

Estimated minimum number of hours per week: 30

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

**Holidays **weather dependencies **business demand

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

They have access to the company's EAP, telehealth & virtual mental health providers, pet insurance, savings marketplace.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

5-10 shifts

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Train to be able to complete the required job duties cleaning rooms, cleaning bathrooms, make beds, etc. No certifications required.

Need to wear uniform: Yes

Uniform Policy:

We provide the uniform tops. Participant is required to supply pants and shoes. We have washer machines for participants to use.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

We provide the uniform tops. Participant is required to supply pants and shoes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Karaoke Nights or Talent Shows, Shopping Trips, Trips to Major City, Potlucks or Dinners, Movie or Game Nights, Sporting Events, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

Outdoor recreation is the main activity.

The resort is right on the water, with lots of opportunities for camping, fishing, canoeing and kayaking.

Opportunity to travel to the city for shopping and other activities is available.

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:

Housing is provided in dormitory style rooms with 1-4 people per room. There is some cooking / appliances in staff housing common area. Some Meals are provided from the restaurant kitchen. Bedding/linens are provided. The rooms do not have TV. Housing/Meals=\$200 per month and is paid with payroll deduction. Ocean Gate Resort, 70 Ocean Gate Rd, Southport, ME 04576

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Free wifi is available.

Phone Service: Yes

Description:

Land line through the hotel office is available. Cell Service from Verizon, AT&T and T-Mobile is available.

Kitchen facilities: Yes

Description:

There is some cooking / appliances in staff housing common area. Some Meals are provided from the restaurant kitchen.

Laundry facilities: Yes

Description:

Shared laundry.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

There are no co-ed dorms. We will try to satisfy room assignment requests.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Walking distance to work and housing.

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: short distance to work and housing.

ARRIVAL INFORMATION

Arrival Instructions:

Arrival= Portland International Jetport (PWM)

Transportation from the airport to the hotel will be provided at no charge.

Please arrange arrival early in the day afternoon. Late night arrivals will need to stay at the airport or hotel for transport to Ocean Gate Resort the following day.

Please provide your arrival itinerary after the ticket are purchased.

1.5 hour drive from the Airport to Ocean Gate Resort

Please send itinerary:

Faith Smrz

faith.smrz@LOGE.site

Transportation to Social Security office will be provided.

Most meals are included with the employment/housing program. Opportunity for "town run" shopping trips are available.

Suggested Arrival Airport:

Portland International Jetport (PWM), PWM, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Garden Inn Portland Airport

145 Jetport Blvd

Portland , Maine 04102

https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/?SEO_id=GMB-AMER-GI-PWMPAGI&y_source=1_MTU3NzA1MS03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D

(207) 828-1117

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants will need to apply using our online application portal then be sent an offer letter for their signature. These details will be emailed to them prior to arrival.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Student will complete an online application for Social Security and then schedule an appointment. Transportation to the appointment will be provided.

Nearest SSA Office: Augusta , Maine , Less than 50 miles

Other:

Wage Payment Schedule:

Paychecks are issued every 2 weeks. Direct deposit is preferred but paper check is allowed.

Meal Plan: Optional

Estimated Cost Per Day: \$6

Meal Plan Description:

Most meals will be provided through our onsite Room and Board plan. Housing/meals are available \$200 per month through payroll deduction.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Workers in customer related role must have a "kept appearance" and the clothing in good condition.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking indoors, decks, porches, patios and must be 25 feet away from the buildings.

Employee handbook and company policies will be provided at onboarding after arrival.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Restaurants

Walking Distance from Housing:

Restaurants

In Town, Requires Transportation:

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

Unavailable:

Shopping Mall