



## La Mer Beachfront Resort - Housekeeping Attendant

### HOST INFORMATION

**Company Description:**

*La Mer Beachfront Resort offers the perfect beachfront retreat, featuring a restaurant on site, pool and beach service. Cape May is the nations oldest seaside resort with historical landmarks and whimsical Victorian architecture. Many beach and boating activities, and great shopping and dining. Students will be working across the street from one of the top ten beaches in the world.*

*Cape May is a popular work and travel destination. We are within 1.5 hours away from Philadelphia and about 3 hours away from New York City. There are lots of fun activities for students to do in the summer including local community events and an amazing downtown with lots of fun shopping and restaurants.*

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

**Site of Activity:** La Mer Beachfront Resort

**Parent Account Name:** La Mer Beachfront Resort

**Host Address:** 1317 Beach Avenue Cape May , New Jersey , 08204

**Nearest Major City:** Philadelphia , Pennsylvania , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Housekeeping Attendants will work various positions throughout the housekeeping department, including Room Attendant, Houseperson, Public Area Attendant, Laundry and Night Attendant.*

*Room Attendants job duties 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, counter tops, 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.

*Houseperson, Public Area Attendant and Night Attendant job duties include:*

- Keeping all public areas of the hotel (lobby, restrooms, business center, gym, front desk and offices) neat, clean and free of debris
- Sweeping/mopping floors
- Vacuuming carpets
- Polishing furniture and fixtures

- Wiping down walls, windows and mirrors
- Emptying trash receptacles
- Collecting soiled linen from guest rooms and housekeeping closets and transporting it to the laundry room
- Refreshing hotel guest rooms

**Typical Schedule:**

Employee must be flexible about their schedule. This job will be your main priority. Any second jobs must be scheduled around this job.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** Yes

\$16 is the pay rate for the room attendant job; hotel guests may leave cash tips for room attendants. The pay rate for the Houseman, Public Area and Laundry is \$16.50/hour.

**Estimated weekly wages including tips:** \$640

**Bonus:** Yes

To be eligible for the bonus, you must be on time for all scheduled shifts, have no attendance or performance issues throughout the summer and work all hours offered up until the contract end date.

\* All figures above are pre-tax

**Estimated average number of hours per week:** 36

**Estimated minimum number of hours per week:** 30

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

hotel occupancy dictates housekeeping schedule

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

employee meal discounts

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Student must be very hard working and strong. This is a hard job and student must be strong enough to carry/lift up to 50 pounds (22kg).*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Face masks may be provided, if needed. Must have the ability to read, write and understand instructions given in the English language. Must have the ability to understand and respond to verbal instructions given in the English language. Room Attendants serve as a representative of our company and must display courtesy, respect, tact and discretion in all interactions with other employees, owners, guests and members of the local community. You will have a lot of guest interaction, so you must be comfortable addressing guests. You need to smile, talk with them greet them, be social and friendly and outgoing with all guests. You need to address them and be polite and helpful. LOTS of social interaction!*

**Job Training required:** Yes

*Length of job training:*

*4-5 days and ongoing as necessary*

*Hours per week during training period: 30*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Female employees should bring a comfortable pair of white or black sneakers. Uniform shirt and pants will be provided. For male employees, please bring comfortable white or black sneakers and khaki shorts or pants. A uniform shirt will be provided.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Must have good personal hygiene, wear deodorant and maintain cleanliness. Uniforms must be neat, clean and wrinkle-free.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

**Additional Details about Cultural Offerings:**

*Our team has a staff picnic each year where students can have fun and interact with their co-workers. Students can take the bus to Philadelphia, Atlantic City and New York on their days off.*

**Local Cultural Offering:**

*Cape May is a great place to be in the summer time! There are festivals and community events that take place throughout the summer. Cape May hosts a*

large Fourth of July Firework event that cannot be missed!

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

**Community Housing Options:**

Available: Yes

*Description:*

There are some privately owned homes that owners rent out to J1 students. They are usually rented through the word of mouth or real estate agencies. Upon being hired, La Mer will provide students with a list of local rental agencies and their contact information.

Minimum Average Cost Per Week: \$150

Maximum Average Cost Per Week: \$185

**Transportation for Community Housing Description:**

Biking within Cape May City consists of riding in designated bike lanes or the shoulder of the road where bike lanes are not designated. Cape May is very biking and pedestrian friendly. La Mer has a limited supply of bikes that students can rent for \$150 (\$100 refunded when the Transitbike is returned at the end of the Summer).

NJ Transit operates the local public transit bus which can be taken from the Wildewood bus terminal to the Cape May bus terminal. The approximate ride-time is 45 minutesLyft to 1 hour. Monthly ticket passes can be purchased from the NJ Transit app.

Another option is Ride share (Uber/Lyft or taxi).

## ARRIVAL INFORMATION

**Arrival Instructions:**

The three main airports that students arrive to are: JFK, Newark Liberty and Philadelphia International. Prior to arriving in the United States, students will receive detailed information regarding travel from these airports to Cape May.

Many students that arrive at the US airport late at night stay overnight at a hotel then bring the bus or private transport to Cape May.

If you do not want to take public transportation, there are also some private companies that will pick you up at the airport and drive you directly to Cape May. The agency that you use to book your travel should be able to research these companies and book the transport for you.

**Suggested Arrival Airport:**

John F. Kennedy International Airport, JFK, Over 50 miles

Philadelphia International Airport, PHL, Over 50 miles

Newark Liberty International Airport, EWR, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$150 to \$200

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

City House Hostel Philadelphia  
17 N 2nd St  
Philadelphia , Pennsylvania 19106  
<https://www.cityhousehostels.com/philadelphia-hostel/>  
267-248-0402  
\$25 to \$50

## 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:

The employer will provide instructions on how to get to the social security office.

Nearest SSA Office: Rio Grande , New Jersey , Less than 10 miles

**Other:**

Wage Payment Schedule:

Students will be paid weekly by check.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Must have good personal hygiene, wear deodorant and maintain cleanliness. Hair must be a natural color (no neon colors) and must be styled/cut in an appropriate manner. Facial hair for males must be neat and trimmed at all times and may not be and longer than 1/4 inch from the face. Uniforms must be neat, clean and wrinkle-free. Irons will be provided at all employee housing.

Second Job Availability: Yes, likely

Applicable Company Policies:

**Scheduling:** Students must understand that their job at La Mer is their main job. Any other jobs they may obtain are secondary jobs. Their work schedule at La Mer takes priority over the schedule at any secondary jobs.

**Attendance:** Students must notify their manager (by phone call, email or text; NOT from a co-worker)) no later than 2 hours prior to the start of their shift.

**Cell Phones:** Must be turned off or set to silent during working hours. Cell phones can not be used to text message, chat, email or listen to music while on duty. If students need to use their cell phone, they must be on break and out of customer view.

**Meal Breaks:** Employees are permitted to take a 30-minute meal break each day. These breaks must be approved by management each day. Employees may take their breaks in the break room or other designated areas. All breaks must be taken out of guest view. Although the company provides general custodial care, you are expected to clean up after eating.

**Smoke Breaks:** Employees are not allowed to smoke during service hours, unless they are on their 30-minute meal break and report to a designated area. If an employees chooses to take additional smoke breaks during their shift, they must clock in and out for the break and must get management approval. Smoking includes any kind of tobacco use, vaping and/or e-cigarettes. There are no exceptions to this policy.

**Bonus:** Employees must be in good standings (no attendance or performance issues) and must work up until their contract-end date in order to be eligible for the end-of-summer bonus payment.

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

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

***Walking Distance from Housing:***

*Bank*

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

*Shopping Mall, Fitness Center*