



## Williams Cottage Inn - Operations Assistant

### HOST INFORMATION

**Company Description:**

*Williams Cottage Inn is an **upscale Bed and Breakfast Inn** located just 50 yards from the entrance to beautiful beaches and the Atlantic Ocean. The Inn is on Long Beach Island. During the summer this eighteen mile island plays hosts to thousands of people who primarily travel to the island from New York, Pennsylvania, New Jersey, Maryland and Virginia to enjoy the beach life, fine dining, theatre shows and boutique shopping.*

*Williams Cottage Inn is a Victorian home that was built in 1881 for Doctor Williams. In 2003 it was purchased and went through a four year renovation to become a Bed and Breakfast Inn. To view the Inn, please go to: [www.williamscottageinn.com](http://www.williamscottageinn.com)*

*Our clients appreciate the Inn's well-appointed common areas and guest rooms. Our slogan is "Welcome Home." And, it shows in our sales: Williams Cottage Inn boasts an 80-85% repeat average with a high majority of our guests coming back each summer for the past 10 to 18 years. Guests love to interact with our students. We encourage our girls to visit with them as much as possible.*

*The past four years we have employed two International students to assist us in daily operations. All 8 of the girls were from Slovakia. Williams Cottage Inn purchased a Condo just 3-1/2 blocks from the Inn. It has two bedrooms/two baths. It is small; but comfortable. And the apartment is only a half block from the beach, city park and Surfflight Theatre. Plenty of choices for our girls to enjoy!*

**Host Website:** <http://www.williamscottageinn.com>

**Site of Activity:** Williams Cottage Inn

**Parent Account Name:** Williams Cottage Inn

**Host Address:** 506 South Atlantic Avenue Beach Haven , New Jersey , 08008

**Nearest Major City:** Atlantic City , New Jersey , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*An important function of Participants who agree to come to Williams Cottage Inn is to honor the cleanliness and attention to detail that guests have enjoyed for nearly 18 years. Equally important, is to respect the needs of all guests who stay at the Inn. Our guests respect the fact that Williams Cottage Inn employs international students. They really enjoy visiting with the participants - learning about the students' home countries, their schooling, their families. Because it is mutually so special, we encourage our participants to visit with the guests as much as possible. Our participants assist Management in serving breakfast each morning. While one person serves the other does "putbacks" for guests staying another night. Putbacks are simply making the bed and refreshing the room. After breakfast, guests LOVE coming back to an organized room. And their generous tips support that fact! Then the participants clear the breakfast tables and do dishes. Kitchen duties finished, the participants clean any room that guests are leaving. They thoroughly clean both bedroom and bathroom. Then the furniture is polished and the floors are vacuumed in the common areas: grand foyer, parlor, powder room and formal dining room. At the end of their workday the participants prep for the next day: roll tableware in linen napkins, fold beach towels and carry trash bags to outside garbage bins. Day ended? Time to go to the beach!*

**Typical Schedule:**

Monday-Sunday: 8:15 am to 3:00 pm

**Seasonal changes to job duties or available hours:** Yes

*In June the Inn is not fully booked. This is your time to become acquainted with Williams Cottage Inn. You will assist in detailing guest rooms & common areas to be ready for the high season.*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$20

**Eligible for Tips:** Yes

*We are an upscale Bed and Breakfast Inn that plays host to highly influential guests. Our guests respect and enjoy our International students. Their appreciation shows in the tips students receive.*

**Estimated weekly wages including tips:** \$1400

**Bonus:** No

*\* All figures above are pre-tax*

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

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

**Estimated maximum number of hours per week:** 45

**Potential fluctuation in hours per week:**

*Hours worked will fluctuate dependent upon reservations and breakfast times requested at check-in. In June we are never fully booked. July to mid-September the Inn is fully or near to fully booked.*

**Average number of hours per week reached by last year's seasonal employees:** 39

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Breakfast is included. Beverages are included. Freshly baked cookies and candies included.*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

Every day the kitchen trash bags need to be carried outside to the garbage and recycle bins that Beach Haven garbage trucks pick up twice a week.

Handling cleaning chemicals

**Need to wear uniform:** No

**Dress Code:** Yes

*Description:*

Being on an island everyone dresses rather casually. We recommend dressy t-shirts, polo shirts or summer tops/blouses. Shorts, skirts or skirts cannot be shorter than 7 inches/mid-thigh. Clothes must be clean with no large or apparent stains or wrinkles. No cleavage. Comfortable, well-supporting shoes as girls will be doing three sets of stairs. A light sweater or jacket may be needed in the mornings.

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Trips to Nearby/Major Attractions, Shopping Trips, Sporting Events, Potlucks or Dinners, Holiday Events*

### **Additional Details about Cultural Offerings:**

*Surflight Theatre: A professional live theatre provides Broadway-style productions. The theatre operates as a non-profit with it's mission to train young performers and serve as a community resource.*

*Maritime Museum, Long Beach Island Historical Museum, Pickelball/Tennis Court, City Park, Library.*

### **Local Cultural Offering:**

*Fire & Police Departments: Multiple Fund Raising events.*

*Chamber of Commerce: Weekly free performance by local bands. Restaurent competition for "Best Clam Chowder on LBI". Multiple Flea Markets in the City Park. Tournaments: Striped Surf Fishing, Kite-Sailing, Surfers and Marathons.*

## 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:**

*Employer-owned Condo/apartment. Only 3-1/2 blocks north of Williams Cottage in - both on Atlantic Avenue. 1/2 block from the ocean and beach! The Apartment is 2 bedrooms and 2 private bathrooms. The small living room does have a pull-out sofa with queen size mattress. Amenities: TV, refrigerator, induction burners, microwave, toaster, air fryer toaster oven, Keurig coffee maker, teapot, dishes, baking bowls/pans, utensil, skillets, pots and pans, air conditioning, bedding/linen, fire alarms, wi-fi, basement laundry, bike storage, small outside porch area.*

**Lease Agreement:** No

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Comcast internet.*

*Phone Service: Yes*

*Description:*

*Cell phones.*

*Kitchen facilities: Yes*

*Description:*

*Small kitchen beside living room.*

*Laundry facilities: Yes*

*Description:*

*Laundry room for condo residents in basement facility.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 2*

*Suggested Occupancy Per Room: 2*

*Rooming Arrangement Description:*

*The condo apartment could house more people but is comfortably set up for two. If our participants would have family members or friends come to visit, the apartment has a pull-out sofa in the living room.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: No*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: 3-1/2 blocks.*

*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: To Williams Cottage Inn: less than 5 minutes. Atlantic Avenue does have bike lanes.*

*Employer-Provided Transportation*

*Estimated commute time: 15 to 30 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Almost every place the girls will want to go is walkable or bikeable. If they need to go further Management will drive them.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Williams Cottage Inn will pay one-way airline tickets from the students' starting location to the Newark International Airport. You can coordinate this with Bette.*

*Arrival in America can be any day: Monday through Sunday from 8:00 AM to 6:00 PM.*

*Williams Cottage Inn will provide transportation from Newark International Airport to Beach Haven, New Jersey. Upon notification of date and arrival time of your flight we will schedule your pickup with JoAnn of Shore Sunrise Limo.*

*Williams Cottage Inn will bring you to the Social Security office, as well as the local TD Bank.*

*You will also travel off the island to Manahawkin a few days after you arrive. Since groceries are much higher on Long Beach Island we feel a more economical choice for stocking initial grocery needs is Aldi's and/or BJ's and Costco.*

***Suggested Arrival Airport:***

*Newark Liberty International Airport, EWR, Over 50 miles*

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

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

***If arriving after regular hours:***

***Suggested After-Hours Accommodation:***

*Best Western*

*101 International Way*

*Newark, New Jersey 07114*

*<http://bestwesternplus.bookonline.com>*

*973-200-3713*

*\$100 to \$150*

## 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:*

*After the girls arrive to Beach Haven, Williams Cottage Inn we will make an appointment to the Social Security office in Egg Harbor Township and drive the girls to their scheduled appointment.*

*Nearest SSA Office: Egg Harbor Township, New Jersey, Less than 50 miles*

***Other:***

*Wage Payment Schedule:*

*Semimonthly paycheck (every two weeks) or semi-monthly deposit.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Williams Cottage Inn requires the participants to be well-groomed with good hygiene. Our employee dress code is casual. T-shirts, summer tops and polo shirts paired with skirts, skorts or shorts (no shorter than 7 inch/mid-thigh) are appropriate. No cleavage showing. Clothing must be clean, no large stains nor wrinkles.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Williams Cottage Inn is a friendly, relaxed Bed and Breakfast Inn. And our staffing is an integral part of our success. From the first breakfast served in the morning to the last chore accomplished near the end of the day, Management will guide and assist our girls as needed. Cell phones are allowed but cannot be used while working. No smoking allowed in the Inn or on the property grounds. No smoking allowed in the Condo or on the Condo's property grounds.*

*Our girls normally start their workday at 8:00 to 8:30 AM and end their day at 2:30 to 3:00 PM. Of course when they leave the Inn is dependent on when their necessary work is completed.*

*Williams Cottage Inn does have a Laundry Service that washes and folds all of the guest room towels and sheets.*

*Everyday we print a computer generated work report that is a valuable guide to assist the participants in organizing their work day.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Shopping Mall, Post Office, Restaurants, Public Library*

***Walking Distance from Housing:***

*Food Market, Shopping Mall, Post Office, Restaurants, Public Library*

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

*Bank*

***Unavailable:***

*Fitness Center, Internet Cafe*