



Acadia Wilderness Lodge - Front Desk Attendant/Guest Specialist

HOST INFORMATION

Company Description:

AWL is a magnificent glamping resort located in Tremont, Maine. You will work in the surroundings of sprawling pines, chattering birds, and beautiful landscapes all intentionally designed for relaxation

Tremont bustles with activity in the summer as visitors flock to the most visited park in the United States of America, Acadia National Park. The rolling hill and sparkling waters on the island make every outing a joyous array of pleasing sights, smells and sounds awakening your senses and connecting you to the earth

The weather is perfect for going on an adventure hike in one of the mountains, wading in the cool waters on the many beaches, or strolling the carriage trails while listening to the satisfying hum of water rushing over the river rocks. The Island Explorer, a free shuttle takes you a short walk from anywhere you can fathom on the island

Visit the many restaurants that serve up exquisite cuisine daily right around the corner from where you will stay. From lobster rolls to blueberry pie, the food choices on MDI are second to none. Boasting some of the best culinary talent in New England preparing an array of dishes from Sushi, to Indian food, whatever it is you have a taste for, you will find it here

Every small town has an array of festivals that are a brilliant display of the culture on the island with great bands playing all throughout the summer

Working on MDI is a privilege and will become a wonderful lifelong memory you are sure to tell others about

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

Site of Activity: Acadia Wilderness Lodge

Parent Account Name: Acadia Wilderness Lodge

Host Address: 38 Kelleytown Road West Tremont , Maine , 04612

Nearest Major City: Bar Harbor , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Greeting Guests

Checking-In Guests

Answering Phone Calls

Updating Reservations

Running Cafe/Store - Preparing & Serving coffee, beverages/ Warming and Serving Bakery Items

Cashier

Stocking Items

Keeping cafe tidy

Responding to Guest Requests

Being team player and helping with Resort Maintenance Duties when asked

Additional duties will include

Ironing and laundry - washer and dryer will be centrally located to allow front desk team to assist with laundry tasks during non-busy times.

Typical Schedule:

Staff will work a minimum of one shift per day. Shifts will change weekly & potentially daily. Weekdays are expected. Shifts are released Sunday First Shift: 6 am - 2 pm Second Shift: 2 pm - 10 pm

Drug Test required: No

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

Guest may leave tips from the coffee station.

Estimated weekly wages including tips: \$640

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Shifts can be picked up if needed.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Free streaming service at house. - Great housing location!

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Other qualifications or conditions

Description:

Must be able to use reservation system to check-in guests. Must be able to use cashier and credit card payment system. Must

be able to use heating equipment and coffee machines.

Job Training required: Yes

Length of job training:

8

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Must learn to use reservation system, learn to make coffee, and warm bakery items.

Need to wear uniform: Yes

Uniform Policy:

Uniform shirt is provided. Must wear dark colored pants.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Uniform shirt with dark colored pants.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Trips to Major City, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events, Company Parties

Additional Details about Cultural Offerings:

Acadia Wilderness Lodge takes employees on an annual boat ride where you can fish, relax, grill or just hang out for a relaxing time with your coworkers.

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:

Acadia Wilderness Lodge provides a two bedroom home. The home is fully furnished. Television, refrigerator, linens, microwave, utensils, private bath, air conditioning and washer/dryer are all provided in the home. There a two beds in each bedroom.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wifi password will be provided upon arrival.

Phone Service: Yes

Description:

Reliable cellular service. A landline is not provided.

Kitchen facilities: Yes

Description:

Full kitchen is available inside the home.

Laundry facilities: Yes

Description:

Washer and dryer is provided in the basement of the home.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

There are two bedrooms upstairs in the home. Each bedroom has a closet and one or two beds per room. You can request to stay with your friend/partner. You can also request who you would like to share your bedroom with.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

Deposit will be collected in full upon arrival, and or over first 2 pay checks. Full deposit will be returned upon completion of agreed work stint. Provided there are no damages to housing and housing is left in clean conditions.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Full deposit will be returned upon completion of agreed work stint. Provided there are no damages to housing and housing is left in clean conditions.

Details About Deposit Refund:

Will be returned in cash.

Transportation to Worksite:

Biking

Estimated commute time: 30 to 45 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: The workplace is 6 miles from the housing facility where employees will be working. It is a 32 minute bike ride.

*Employer-Provided Transportation
Estimated commute time: Under 15 minutes*

Estimated cost: \$0

Description: Transport will be provided by employer for start and end of shift.

ARRIVAL INFORMATION

Arrival Instructions:

New Employees will be picked up from the airport by Acadia Wilderness Lodge upon arrival. They will be dropped off at the airport when their work stint is completed and they are leaving for the season.

Please provide us with your flight information at least 2 weeks prior to arrival. We will do our best to pick you up either from Bangor International Airport or Bar Harbor. Please plan to arrive during a weekday and before 9PM. If you arrive during other hours, please make arrangements to stay overnight and to be picked up the following day.

During other times transportation is not provided. Employees can use the Island Explorer bus to move about the island. It is a free bus service with timed pick ups and drop offs at certain locations.

There are also taxi services on the island. There is no Uber or Lift.

Employees may ride in the company vehicle for personal grocery store runs during supply replenishment if there is space.

Suggested Arrival Airport:

Bangor International Airport, BGR, Less than 50 miles

Bar Harbor Airport, BHB, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

*Bangor Aviator Hotel
308 Godfrey Blvd
Bangor, Maine 04612
www.bangoraviator.com
207-947-6721
\$150 to \$200*

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Email questionnaire will be sent out for additional information before arrival. This will include:

Sleeping preferences

Uniform size

Any other specific needs or requests

Description of job and acceptance of responsibilities

Social Security Number:

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

Details about how to apply for Social Security Number:

We will be provide assistance to Bangor Social Security Office.

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

Other:

Wage Payment Schedule:

Participants are paid every two weeks through direct deposit into their preferred financial institution.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Uniforms must be worn at all times while on the property. Must be clean and well kept. Good hygiene required.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking onsite or in provided housing

Schedule can change weekly. You will be notified of your schedule for the week every Sunday. A minimum number of hours will be provided every week. Every individuals needs will be assessed.

COMMUNITY AMENITIES

Walking Distance from Housing:

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