



Camden Maine Stay Inn - Housekeeper

HOST INFORMATION

Company Description:

The Camden Maine Stay Inn is a small bed-and-breakfast inn located in a historic neighborhood in the beautiful coastal town of Camden, Maine.

Our Inn has 8 guest rooms, each beautifully decorated with its own distinctive character, and several elegant yet comfortable common rooms filled with original art, books and antiques. Guests can enjoy our beautiful, spacious yard, complete with several beautiful flower gardens, stone walking paths, comfortable sitting areas and even a mountain stream. From the Inn it is an easy, four-minute walk to Camden's gorgeous harbor and quaint downtown.

Camden is known as "Where the Mountains Meet the Sea." You can enjoy outdoor activities in the nearby ocean and lakes such as kayaking, sailing, swimming and fishing. Our Inn also is adjacent to the Camden Hills State Park which has numerous hiking trails. Also close by are many nature walks, iconic lighthouses and lobster shacks.

The Inn's guests come from all walks of life and all over the United States and the world, In 2023, we had guests from 45 of the 50 states in the USA and from 18 foreign countries.

We have employed seasonal workers from Europe every summer since we acquired the Inn in 2018. We enjoy getting to know them, learning about their culture, and having them work with (not for) us.

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

Site of Activity: Camden Maine Stay Inn

Parent Account Name: CMSI Management LLC

Host Address: 22 High Street Camden , Maine , 04843

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

PLACEMENT INFORMATION

Job Description:

Clean 8 guest bedrooms and bathrooms, change linens, launder and iron linens, clean all common rooms and kitchen. Clean means sweep, vacuum, dust; and, scrub showers, toilets, sinks, etc. Clean powder room (half bathroom) in common area. Vacuum and sweep all staircases, outside porches and walkways. Occasional work outside in garden such as wiping off outside furniture and sweeping patios. Laundry includes operating washing machines and dryers and ironing sheets, pillowcases and cloth napkins. Folding all laundry and putting away each in their proper place. We have other special projects that are done periodically such as cleaning ceiling fans, wiping down baseboards and other deep cleaning projects. Student should be able to take direction from owners, work independently and be detail oriented.

Typical Schedule:

Seven days a week from 9:30 to 2:30 with occasional days off as occupancy permits.

Seasonal changes to job duties or available hours: Yes

Our occupancy is slowest in June so there will be opportunity to learn the job and to take occasional time off. Beginning in July and through October we are almost continuously at full occupancy.

Drug Test required: No

COMPENSATION

Hourly Wage: \$18

Eligible for Tips: Yes

We encourage guests to tip the housekeepers. Tips are not guaranteed. The average tip is \$5 per night. Tips are shared daily based on the housekeepers who work that day. We are known for high tips.

Estimated weekly wages including tips: \$630

Bonus: Yes

We often give end of season bonuses based on overall job performance and hours worked. We have typically given a bonus equivalent to one week's pay.

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 35

Potential fluctuation in hours per week:

The amount of cleaning needed on a daily basis depends on our occupancy. As the season progresses we become extremely busy, often at full capacity, thus requiring more hours per week.

Average number of hours per week reached by last year's seasonal employees: 32

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

We can provide breakfast if the student wants it.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Occasionally moving furniture, lifting items overhead to store, carrying vacuum cleaner up and down stairs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

Three hours plus continual on-the-job training.

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Students will be trained on our cleaning protocols, using the laundry machines and how to iron. Training will also include becoming familiar with the layout of our inn, the names and locations of our guest rooms, and safety procedures.

Need to wear uniform: No

Dress Code: Yes

Description:

Participants must wear clean clothes daily. Long pants and t-shirts are acceptable. Tank tops and other tight or revealing clothes are not permitted. On extremely hot days, participants may wear shorts so long as they are mid-thigh in length. Participants should have a pair of shoes (such as Crocs or other similar and comfortable type shoes) dedicated only to wear while working inside our Inn and which may be kept at the Inn if so desired. Long hair must be pulled back.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Shopping Trips, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

We are a great resource for cultural opportunities such as festivals, musical performances and museums, as well as outdoor venues and activities including lakes, beaches and hiking trails. If one of our J-1 students has a birthday when they are here, we bake them a cake to celebrate their birthday.

Local Cultural Offering:

Several festivals and events occur during the season, including Jazz in June, the Windjammer Festival, Camden Shakespeare Festival, Camden on Canvas, and the Lobster Festival in nearby Rockland. The Camden Public Library has lectures, book sales and community events throughout the summer and fall.

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:

Participants will share an air-conditioned bedroom and bathroom. All linens and towels will be provided. Participants will have access to a shared kitchen with a hot plate, microwave oven, refrigerator, dishwasher, pots, pans, plates, bowls, glasses, flatware and other kitchen

utensils. They also will have access to an on-premises laundry facility, including a washer and dryer, and high-speed fiber optic or cable internet service.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Participants will have access to high-speed fiber optic or cable internet service.

Phone Service: Yes

Description:

We typically use WhatsApp to communicate with our workers and have found that to be a reliable, fast way to connect.

Kitchen facilities: Yes

Description:

Participants will have access to a shared kitchen with a hot plate, microwave oven, refrigerator, dishwasher, pots, pans, plates, bowls, glasses, flatware and other kitchen utensils.

Laundry facilities: Yes

Description:

Participants will have access to an onsite laundry facility which includes a washing machine, dryer, iron and ironing board. They must purchase their own laundry detergent and other cleaning supplies.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Rooms are single-sex, unless heterosexual couples ask to live together. We will try, but cannot guarantee that we will be able, to accommodate such requests.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$200

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

The housing deposit will be deducted from the participant's first paycheck.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

If the premises are left clean and in the same physical condition as when the student arrived, then the housing deposit will be refunded in full. If we undertake cleaning or repairs of the premises, the costs of the cleaning and repairs will reduce the amount of the housing deposit refund.

Details About Deposit Refund:

We will make every reasonable effort to provide a check upon departure.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Walking through town on sidewalks.

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: Traffic is light in the morning and light to moderate in the afternoon. Camden is a small village, and the speed limit is a very safe 25 miles per hour.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: We will pick up or take home the students if it is raining.

ARRIVAL INFORMATION

Arrival Instructions:

While there are various ways to get to Camden, the best and preferred way is as follows:

- 1. You can travel on any date that works best for you. It will not matter to us which date you choose.*
- 2. You will fly on a commercial airline from your home country to Logan International Airport in Boston, Massachusetts, USA. You likely will arrive in Boston in the afternoon or evening.*
- 3. You will spend the night at a hotel near the Boston airport. The hotel has a small bus that can transport you, free of charge, from the airport to the hotel. We will make a hotel reservation for you, and we will pay the cost of your hotel room. You will be responsible for the cost of your meals and any other items.*
- 4. The next morning, you will ride on a commercial bus from the Boston airport to Camden. The bus, owned and operated by Concord Coach Lines, is modern, roomy and comfortable. Concord's website address is <https://concordcoachlines.com>. The bus leaves the Boston airport at 10:35 AM; there is a bus change in Portland, Maine; and the bus arrives in Camden at 3:50 PM. The cost of a one-way bus ticket is \$44. The departure time, arrival time and ticket cost are correct as the current date. Any of this information could change at a later date.*
- 5. We will greet you at the Camden bus station (actually, it is a combined gas station and convenience store) and will drive you to the place where you will be living.*

You must provide us with your travel schedule by May 10, 2024, which is approximately three weeks before your estimated arrival date.

For travel confirmation and updates, our contact name is Janis Kesser; our email address is innkeeper@camdenmainestay.com; and our mobile phone number is 1-901-240-7229. We also recommend setting up a communication link on Whatsapp and using Whatsapp to send text messages back and forth.

Once you arrive and get settled in, we will take you to the Social Security Office in nearby Rockland to apply for your Social Security number. From time to time as our schedules permit, we will drive you to the grocery store and other stores for shopping. We also will provide you with a bicycle which you can use for shopping and otherwise getting around town.

Suggested Arrival Airport:

Boston Logan International Airport, BOS, Over 50 miles

Portland International Jetport, PWM, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn Boston Logan Airport
230 Lee Burbank Highway
Boston , Massachusetts 02151
hamptonlogansales@gmail.com
781-286-5665
\$150 to \$200

Hilton Garden Inn Portland Airport
145 Jetport Boulevard
Portland , Maine 04102
hilton.com
207-828-1117
\$150 to \$200

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:

We will drive the participants to the local Social Security Office and assist them in applying for their Social Security number. We will have their Social Security cards mailed to our Inn for security reasons.

Nearest SSA Office: Rockland , Maine , Less than 10 miles

Other:

Wage Payment Schedule:

Participants will be paid by check two times each month on approximately the 5th and 20th days of the month.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Participants will have some contact with our guests (which we encourage), so we request minimal piercings, good hygiene and clean clothes. Participants must keep their hair in a ponytail or otherwise secured by clips or a hairnet to prevent hair from falling onto beds and floors while cleaning.

Second Job Availability: Yes, likely

Applicable Company Policies:

We have a professional, yet relaxed, working environment at the Inn. We want our workers to treat their jobs seriously, yet we also place a strong emphasis on smiling, laughing and having fun.

We want our workers to perform their tasks with the utmost care, as if they (not we) were the owners of the Inn. We have very high standards for professionalism, cleanliness and tidiness.

Generally, work hours are from 9:30 AM to 2:30 PM.

Within reason, we try to accommodate our workers' requests for time off from work. Scheduling a day off is determined on a regular, ongoing basis, will depend on the Inn's occupancy (i.e., how busy we are at the Inn), and will take into account fairness to all our workers.

We have a strict no-smoking policy.

Workers may use their cell phones to listen to music, but they are not allowed to talk or text while they are working.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall, Fitness Center