

**Company Name:** *Travelodge*

**Position Type:** *Front Desk*

**Start Date:** 15.05.2012 – 01.06.2012

**End Date:** 15.09.2012 - 20.09.2012

**English Level:** Advanced

**Minimum Age:** 18

**Gender Requirement:** None

**Housing Provided:** Yes

**Second Job Possible?** Yes; There are lots of opportunities for second jobs in the area, but they must not interfere with your primary job at Travelodge, Lake George.

**Pay Rate:** \$8.50 per hour;

**Job Requirements:** Must pass an interview with the employer. Please send a CV prior to the scheduled interview. Possible to move within company? This depends of your performance, and the needs of the employer. Required Skills: The employee must be able to work independently and finish tasks in a timely manor. You must have excellent English, and enjoy working with guests. You must be able to communicate with both guests and co-workers in English. Your English must be advanced. Previous experience in a hotel, preferred.

**Summary of job responsibilities:** Your responsibilities will include/; Greeting guests upon arrival; Register Guests; Collect payment; Provide room keys; Log wakeup and notification calls; Ensure cleanliness and a pleasant atmosphere of front desk and lobby areas at all times. Field guest complaints; Complete required reports correctly and in a timely manner; Have the ability to work a varied schedule; Field multiple line phones and take messages; Use basic office equipment; Ability to work in a supportive and positive manner;

**Estimated overtime:** Overtime is not guaranteed.

**Expected schedule:** Your schedule will be assigned upon your arrival. Please expect to work weekends and holidays.

**Dress Code** (incl. Uniforms): Must wear closed toe black shoes. No stretch pants or jeans. You must have black pants. Hotel will provide you with a white T-shirt.

**Housing:** Housing Provided: Yes

Housing Information: Your housing will be a house type. There are 3 rooms and will be from 1- 3 people per room. Your housing is located in the heart of the Lake George, only 15 min walk from your host company, Hotel Travelodge and near all the restaurants, shopping, and nightlife. Housing features: You will have a shared kitchen, washer + Drier, living room, dining room, microwave, cable TV, air Conditioning, wireless internet access;

**Housing costs (estimate):** \$75 per week. Additional costs: \$100 deposit required on arrival.

**Area Description:** Lake George is a popular summer destination located in Upstate

NY. Nearby attractions include: shopping, lakes, Adirondack Park, hiking and more!  
New York City is easily accessible by bus;

**Average Temperature:** The summer temperatures will range from 21C to 29 C.  
Altitude: 500 Ft

**Nearest Major Cities:** Albany, NY is 1 hour by car, New York City is 3 1/2 hours by car.

**Information Websites:** [www.lakegeorge.com](http://www.lakegeorge.com)

**Things to Do:** As this is a resort vacation destination, you will be able to visit local attractions, amusement parks, shops, and other local points of interest, many of walking distance for you. You can enjoy outdoor activities as well such as hiking, swimming, and other sports.

**Travel Recommended Airport:** Albany, NY Travel Instructions: Please be in contact with your employer and Dan Courtney the housing manager so they know when to expect you. Nearest Bus Station: You will take a bus to Lake George, NY.

**Transportation to Host Company:** It is usually cheapest to fly into JFK International Airport in New York City and take a Greyhound bus from NYC to Lake George. LaGuardia and Newark International are other possible airports. Albany, NY is the closest airport to Lake George, but can sometimes be more expensive to fly into.

**Social Security, Nearest Social Security Office:** The nearest social security office is located in Queensburg, NY. The employer will assist you to the office after you arrive. Instructions for obtaining card: Please wait at least 10 days after checking in with sponsor before applying for your social security card.