

Company: *Sea Crest Resort*

Position: *Housekeeper/ Laundry Attendant*

Location: *North Falmouth, MA*

Host Company Description High end resort on Cape Cod.

Job Description: Housekeepers assist in the cleaning and maintenance of guest rooms and public spaces. This includes making beds, cleaning bathrooms, dusting, vacuuming, sweeping, folding linens, removing dirty linens and towels from rooms, removing garbage, and assisting with the laundry. This is a physical demanding job that requires someone who is motivated and willing to work hard. Please do not have allergies to cleaning chemicals. Since you will have interaction with the guests, advanced English is required. The Laundry Attendant will be in charge of cleaning all linens and towels for the guest rooms. You will have to wash, dry and fold these items in a timely manner. You should be able to work independently and follow directions from your manager. You may also be asked to perform other tasks around the resort such as light maintenance work, assisting the kitchen or dining room, and light landscaping work. Training for all these duties will be provided by Sea Crest.

Region: Industry: Hotel/Resort

Position Type: Housekeeping

Start Date: 26.06.2012 - 01.07.2012

End Date: 25.09.2012 - 10.10.2012

English Level: Advanced

Minimum Age: Gender Requirement: None

Housing Provided: Yes, but it's optional

Second Job Possible? Yes

Pay Rate: \$10 per hour

Tips and Other Comp: This is not a tipped position.

Job Requirements: Please have advanced English speaking skills. You will be required to pass a personal interview with the employer on a job fair in Macedonia.

Possible to move within company? No

Required Skills: Essential Job Functions: (Include but are not limited to) *Ability to provide stay-over and vacant attendant service to designated rooms on assignment sheet *Ability to service assigned guest rooms to standard *Ability to use correct cleaning chemicals for designated surfaces. *Ability to handle cleaning chemicals in accordance with OSHA regulations and hotel requirements *Ability to transport cart with cleaning supplies, amenities and linens to assigned guest room *Ability to empty vacuum bag and wipe vacuum clean *Ability to ensure security of any assigned guest room keys *Ability to endure abundant physical movements in carrying out job duties *Ability to work outdoor

*Ability to work in other areas of the resort as requested by the employer including dish washing.

Additional Application Documents: Please send your CV with a picture in ZIP Travel. You must also pass a personal interview on a job fair with the HR manager in Macedonia.

Compensation Pay Rate: \$10 per hour

Tips and other comp: This is not a tipped position.

Expected Minimum Hours: 32 hours

Estimated overtime: You will not receive overtime at Sea Crest.

Expected schedule: To be determined upon your arrival.

Second Job Possible? true

Second Job Notes: A second job must not interfere with your primary job at Sea Crest Resort. You can not miss any scheduled shifts at Sea Crest Resort.

Meal Discounts: You are entitled to one meal per shift that you work. This is considered a privilege not to be taken advantage of nor abused.

Policies

Dress Code (incl. Uniforms): Please bring khaki pants, white socks, white shoes. Shirt will be provided by the employer.

Additional info:

Housing

Housing Provided: Yes, but it's optional

Housing Information: Housing is available near Sea Crest Resort.

Housing costs (estimate): Housing will cost \$90 to \$100 per week. Additional costs: Most housing will require a deposit which will vary depending on the place you secure. Housing features: This will depend on the housing you secure. Housing in the area will be furnished and most will have wi-fi internet.

Area

Area Description: Cape Cod is a very nice area in the summer with white sand beaches and endless activities. There are also lots of other students working summer jobs on the Cape from all over the world. **Average Temperature:** Since Cape Cod is surrounded by water on 3 sides the weather can be very hard to predict. The ocean acts as a natural air conditioner keeping temperatures at a comfortable level. **Summer temperatures** can range from 60 degrees F to 90 degrees F depending on the weather. **Altitude:** Sea level **Nearest Major Cities:** Boston, MA (1.5 hours away); New York, NY (4 hours away); Providence, RI (1.5 hours away). **Information Websites:** <http://www.capecodchamber.org/>

Things to Do: In addition to information noted on website listed above: beaches, swimming, boating, great shopping & dining, theater, whale watching, biking tours, nature walks, and night life. What to Wear: Cape Cod can get hot during the day, and cool at night. Please come prepared for all weather conditions. At work: Please wear your uniform with proper shoes and accessories; Please dress business casual for your first day. (Long pants, collared/sleeved shirt or blouse, dress shoes). Off work: Summer casual wear is fine.

Travel

Recommended Airport: Logan International, Boston, MA Travel Instructions: Take the Plymouth Brockton bus line from Boston to Hyannis, MA. <http://www.pb.com/> You can catch the Plymouth Brockton bus line from Logan International Airport in Boston, or South Station in Boston. Once you arrive in Hyannis you will take a bus to Falmouth, MA. At the Cape Cod Transit Station in Hyannis take the: SEALINE HYANNIS - WOODS HOLE bus to Falmouth. <http://www.capecodtransit.org/> Please consider finding a hostel in Boston if you are arriving late as Cape Cod local busses do not run late nights. Another option is to stay in Hyannis for the night at the Travel Inn located at 16 North St. Phone: (508) 775- 8200. They have discounted rates for students. Nearest Bus Station: Boston, MA; Hyannis, MA; Falmouth, MA. Plymouth Brockton Bus Website: <http://www.pb.com/> Phone:508.746.0378 Cape Cod Transit: Hyannis Transportation Center 800-352-7155 215 Hyannough Road Hyannis, MA 02601 <http://www.capecodtransit.org/> Nearest Train Station: This is not the recommended mode of transportation. Transportation to Host Company: Fly to Boston, MA and take the Plymouth Brockton bus line to Cape Cod. Reporting Instructions: Report to Sea Crest AFTER you have checked into your housing. Please report during regular business hours. (9 AM to 5 PM) Estimated days from arrival before starting work: 1 to 5 days.

Social Security

Nearest Social Security Office: 48 Rogers Road Falmouth, MA 02540-2927 Phone: (508) 548-8150 Instructions for obtaining card: The Social Security Administration (SSA) recommends that work/ travel participants wait at least 10 days after arrival in the U.S. before applying for their Social Security card.