



WORK & TRAVEL USA

## King Real Estate-Seabreeze Suites - Front desk

### HOST INFORMATION

**Company Description:**

Old Orchard Beach is a town located in York County, Maine, United States. It is located on the inner side of Saco Bay on the Atlantic Ocean. The town is a popular summer beach destination. The downtown contains many tourist-oriented businesses, including clam shacks and T-shirt shops. A wooden pier on the beach contains many other tourist businesses, including a variety of souvenir shops. The seven mile (11 km) long beach stretching away from the downtown is lined with many beach residential properties, condominiums, motels and bed and breakfasts. The Best of Both Worlds – the Seabreeze Motel is located very near the Old Orchard Beach town center and is a short walk to the amusements and attractions. We have been hosting exchange students for over 10 years now. Always trying to help everyone have a very positive experience. We do lobster bake for everyone at our annual end of season appreciation party. We do pizza lunches at least twice per month.

**Host Website:** <http://seabreezemotelmaine.com/>

**Site of Activity:** King Real Estate-Seabreeze Suites

**Parent Account Name:** King Real Estate

**Host Address:** 30 Milliken Street Old Orchard Beach , Maine , 04064

**Nearest Major City:** Portland , Maine , Less than 10 miles away

### PLACEMENT INFORMATION

**Job Description:**

This position requires great customer service. Front desk responsibilities are answering the phone, making reservations, reconciling reservations, updating inventory, cancel reservations, taking payments, keep lobby clean, make coffee.

**Typical Schedule:**

There are two shifts available for this position 7 am to 3 pm and 3 pm to 11 pm.

**Drug Test required:** No

### COMPENSATION

**Hourly Wage:** \$11

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$400

**Bonus:** No

\* All figures above are pre-tax

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

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

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

**Potential fluctuation in hours per week:**

N/A

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

None

## JOB REQUIREMENTS

**English Level required:**



Upper-Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Other qualifications or conditions

Description:

Excellent customer service, friendly.

**Job Training required:** Yes

Length of job training:

from 5 to 7 days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Every front desk clerk will be trained for 5 days. At the end of the training period they will need to be able to make and cancel reservations independently, take phone calls and work without supervision.

**Need to wear uniform:** Yes

Uniform Policy:

T-shirt with logo, khaki pants and toe shoes.

Cost of uniform: \$10

Uniform laundry: Participant responsibility

**Dress Code:** No

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Company Parties, Trips to Major City

**Additional Details about Cultural Offerings:**

We do pizza parties, pool days, day trips to Portland.

**Local Cultural Offering:**

Our students will receive a good discounts in the biggest attraction in the town The Palace Playland.

## 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:**

Majority of the housing is apartment building. The apartments are fully equipped , free Wi-Fi. All bedding and linens are provided.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Unlock WiFi

Phone Service: No

Description:

They are more than welcome to use the hotel phones.

Kitchen facilities: Yes

Description:

All of the houses have kitchen facilities.

Laundry facilities: Yes

Description:

They are more than welcome to wash in the laundry which is in the houses and this laundry in the hotels.

### **Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Rooms are not co-ed, but apartments are. You may request to live with your friend(s)/partner.

### **Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

Housing deposit and 1st week rent are due upon arrival.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

If there are no damages in the house the deposit is refundable.

Details About Deposit Refund:

Deposit will be refunded via check after move out/walk through inspection

### **Transportation to Worksite:**

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: The traffic on the route is pretty slow.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: VAN, every morning at 9:00!

## ARRIVAL INFORMATION

### Arrival Instructions:

There are two options for your travel to Portland Maine. We suggests flying into Boston International Airport (BOS) which offers more flight options and is typically more affordable for students.

1) Boston Logan International Airport (BOS) We recommend that students fly into Boston Logan International Airport (BOS) and take a bus or train to Portland, Maine (approximate travel time 2-2.5 hours). The cost of a one-way bus or train ticket to Portland will be about \$30.00. The Concord Coach Bus (<https://concordcoachlines.com/>) and the Amtrak Train Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center. team Details about a scheduled pickup will be communicated to the student prior to their departure.

2) Portland International Airport (PWM) Students also have the option to fly into Portland International Jetport (PWM) where the employer will be available to pick up students at the arrivals terminal. **Students MUST email their arrival information to Lina Bryant and Emily Keenan (krebkpr1@gmail.com and emy.krehotels@gmail.com )** at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

### Suggested Arrival Airport:

Boston Logan International Airport, BOS, Over 50 miles

Portland, MAINE, PWM, Less than 25 miles

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

### If arriving after regular hours:

### Suggested After-Hours Accommodation:

The Grand Beach Inn  
198 East Grand Avenue  
Old Orchard Beach , Maine 04064  
207-934-4621  
\$50 to \$75

## 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:

Every week we give to our students transportation with our van.

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

### Other:

Wage Payment Schedule:

Bi-Weekly, direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Close toed shoes, khaki pants, uniform shirts.

Second Job Availability: No, unlikely

Applicable Company Policies:

We allow second jobs within the company, however it is not often available.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**In Town, Requires Transportation:**

Shopping Mall