



Migis Hotel Group- Migis Lodge - Housekeeper

HOST INFORMATION

Company Description:

Migis Lodge is Maine's Premiere Lakeside Family Resort. Located on beautiful Sebago Lake, Migis Lodge has been welcoming generations of guests for over 100 years! Our guests enjoy a Full American Plan, meaning three meals each day and all activities (like waterskiing, all kinds of boats, tennis, disc golf, fitness center, exercise classes, and a full child care program) are included our daily rate. Migis has 35 cottages and 8 rooms in our Lodge and accommodating over 160 guests each night. We hire 100 summer seasonal staff, including 20 international students on J1 visas each year. **40 staff enjoy on-site housing in our modern dorm (triple rooms or double rooms with private bath) with a weekly rent of \$30 or \$50 per week. Staff are provided three meals per day in our staff dining room, and free access to our resort amenities during their time off - swimming, tanning on the staff dock and float, motor boating and free wi-fi are most popular.**

The town of Windham, Maine is nearby and can be access by a local bus service that runs several times daily. Windham has a variety of stores, including Walmart. The bus also continues on to Portland, which is the largest city in Maine. Summer weather in Maine is some of the best in the country! Tucked in the northeastern corner of the United States, just south of Canada, Maine's temperatures are typically more moderate than much of the rest of the east coast, and a swim lake provides nice relief on warmer days.

Host Website: <http://migis.com>

Site of Activity: Migis Hotel Group- Migis Lodge

Parent Account Name: Migis Hotel Group

Host Address: 30 Migis Lodge Road Route 302 , PO Box 40 , South Casco , Maine , 04077

Nearest Major City: Portland , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Do you enjoy clean and tidy spaces? This job might be for you! Our housekeepers work in teams of 2 or 3 to clean our cottages, lodge rooms, and public spaces each day. Housekeepers will make beds, change linens, fold towels, vacuum, dust, sweep, empty trash and recycling, clean sinks, bathtubs, showers, and toilets. Some days you will just clean the cottage for guests who will be staying additional nights, other days you will clean the cottage from top to bottom after one family departs and before another family arrives. Attention to detail is key in this fast paced job. Housekeepers work in a team, but do work unsupervised for much of the day. Our accommodations range from one room with bathroom to 5 bedroom/5 bathroom cottages. We have 35 cottages, 3 private homes, and 8 rooms in our Main Lodge which need to be cleaned daily and employ about 20 housekeepers each season. You may also be asked to assist in our Laundry. We provide all the training, equipment, and cleaning supplies you will need. You bring a positive attitude, and the ability to be on your feet for much of each shift, and have the ability to lift up to 50 pounds, to bend, reach and stretch as part of each days duties. We supply uniform t-shirts.

Typical Schedule:

A few of Housekeepers arrive at 6:45 am to clean public spaces Other Housekeepers arrive at 8:45am to begin cleaning cottages Shifts

usually end between 2pm and 3pm You will work 5 or 6 days a week

Seasonal changes to job duties or available hours: Yes

Available hours vary by time of season - fewer hours in Late May and Early June, more hours in July , August and September.

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$420

Bonus: No

* 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: 45

Potential fluctuation in hours per week:

Hours are based on business volume. There are times at the beginning of our season when there are fewer hours because there are fewer guests staying at the resort.

Average number of hours per week reached by last year's seasonal employees: 43

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Three meals are provided daily for all resident staff. Staff are welcome to use the resorts activities and amenities (boats/swimming/fitness center/tennis/yoga classes, recreation room, etc.)

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Lifting bags of dirty sheets and towels. Loading clean sheets and towels from racks (some of which may be over your head). Pushing wheeled carts from housekeeping carts from Laundry area to cottage locations.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

on the job training during your first 4 shifts

Hours per week during training period: 20

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

On the job training working with Housekeeping Manager and other experienced Housekeeping team members

Need to wear uniform: Yes

Uniform Policy:

Uniform t-shirts are provided. Housekeepers provide tan shorts or pants from personal wardrobe. Housekeepers must have a raincoat. For cooler days a uniform sweat shirt may be purchased or you may provide a plain gray crew collared sweatshirt.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Uniform t-shirts are provided. Housekeepers provide tan shorts or pants from personal wardrobe. Housekeepers must have a raincoat. For cooler days a uniform sweat shirt may be purchased or you may provide a plain gray crew collared sweatshirt.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Karaoke Nights or Talent Shows, Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions, Will provide

information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

- Pre-season Staff Bowling Party
- Weekly Karaoke for guests & staff
- Transportation to Local Fair
- On-Site Fireworks for July 4th
- Local Bus to Windham and Portland
- Walmart
- Staff Dorm Themed Parties
- Hiking on nearby mountains
- Bulletin Board with Local Activities and Sights
- Boating on Sebago Lake

Local Cultural Offering:

- Casco Days - always the last weekend in July! <http://cascodays.com>
- Maine Blues Festival - <https://www.mainebluesfestival.com>
- Cornish Strawberry Festival - <https://www.facebook.com/events/thompson-park-cornish-maine-04020/2019-annual-strawberry-festival/2313841762210017/>

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Migis Lodge provides on-site housing for all J1 students in our modern dorm. Students share double or triple rooms, each with private bathroom with shower. Rent is \$30/week in a triple and \$50/week in a double. All rooms have sufficient twin beds for all occupants, lamps, tables, dressers, and closets. Migis provides all linens for J1 students (sheets, pillows, pillowcases, blankets, towels, facecloths, etc) which can be exchanged regularly with our laundry staff for clean linens. All rooms have wireless internet. There is a staff recreation room on the lower level of the dorm. There is no smoking of any type allowed in the building. There are designated smoking areas for staff. Staff are responsible for cleaning their own room/bathrooms - cleaning supplies are available from our housekeeping manager. Staff are responsible for taking personal trash to common trash receptacles located behind the dorm. Students pay a \$50 security deposit in their first pay check. This will be refunded in the students final pay check if dorm room is checked by a manager before departure. If you are traveling with a friend, please be sure to let us know in advance that you would like to share - it is not always possible to change rooms at arrival. Mailing Address (for letters): PO Box 40, South Casco, Maine 04077. Shipping Address (for packages): 30 Migis Lodge Road, South Casco, Maine 04077..

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

There is no charge for wireless internet in the staff dorm.

Phone Service: Yes

Description:

A phone is always available at the Front Desk. The Manager on Duty can always assist with a call in event of an emergency.

Kitchen facilities: No

Description:

3 meals per day are provided at no charge to dorm residents. Hot Breakfast from 7 to 7:15AM; cold breakfast anytime; lunch from

11:30-12:00; dinner from 5:30-6:00 during our social season.

Laundry facilities: Yes

Description:

Coin laundry is available on the lower level of the staff dorm building for personal items. Linens and uniforms will be washed by our Laundry Staff with appropriate notice.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Our dorm has 16 rooms set up as doubles and triples. Each room has a private bath with shower. Friends and couples should notify us before arrival if they would like to live together. The staff dorm is a co-ed building. Unless residents have a previous relationship, rooms will be assigned by gender.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$50

Description:

A \$50 security deposit is deducted from your paycheck. No cash is needed.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

This security deposit is refunded in your final check if your room is left clean, tidy, and undamaged and you make arrangements with a manager to check your room on the day you depart. If your room is left uncleaned, unchecked or damaged we will keep the security deposit.

Details About Deposit Refund:

This security deposit is refunded in your final check if your room is left clean, tidy, and undamaged and you make arrangements with a manager to check your room on the day you depart. If your room is left uncleaned, unchecked or damaged we will keep the security deposit.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: The dorm is on-site and the walk from the dorm to the time clock is less than 2 minutes.

Arrival Instructions:

Migis Lodge is happy to provide transportation from Portland, Maine for arriving J1 students. There is no charge for transportation when you arrive or when you are departing at the end of the season. Students generally fly in to Boston or New York City and then either travel by bus or plane to Portland. We will meet students either at the airport, at the Portland Transportation Center (Concord Coach or Amtrak) or at the Greyhound Bus Station. If you are taking the bus, our first recommendation would be Concord Coach - <https://concordcoachlines.com> - bus tickets are around \$30. Please be sure to be in regular communication with Migis so we can meet you on the right day, at the right time, and at the right location. We will typically send a staff member to meet you, and he or she will have a sign saying MIGIS. The ride from Portland to Migis is about 45 minutes. Please be sure to plan ahead about how you will communicate with Migis if you experience flight or bus delays.

Suggested Arrival Airport:

Boston, MA, BOS, Over 50 miles

Portland, ME, 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:**

Hilton Garden Inn Portland Airport

145 Jetport Blvd

Portland, Maine 04102

[https://hiltongardeninn3.hilton.com/en/hotels/maine/hilton-garden-inn-portland-airport-PWMPAGI/index.html?](https://hiltongardeninn3.hilton.com/en/hotels/maine/hilton-garden-inn-portland-airport-PWMPAGI/index.html?SEO_id=GMB-HI-PWMPAGI)

SEO_id=GMB-HI-PWMPAGI

207-828-1117

More than \$200

La Quinta Inn & Suites

340 Park Avenue

Portland, Maine 04102

[https://www.wyndhamhotels.com/laquinta/portland-maine/la-quinta-portland/overview?](https://www.wyndhamhotels.com/laquinta/portland-maine/la-quinta-portland/overview?CID=LC:LQ::GGL:RIO:National:52921&iata=00093796)

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More than \$200

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Students will be asked about uniform sizing before arrival depending on job assignment. Students who have worked in the United States before will be asked to share the last 5 digits of their Social Security Numbers so that they may be set up in our Time and Attendance system.

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 provide transportation to the nearest Social Security office and provide assistance with completing any required forms. There is no charge for this transportation.

Nearest SSA Office: Portland , Maine , Less than 25 miles

Other:

Wage Payment Schedule:

Migis pays employees bi-weekly. Pay periods begin on Thursday morning and end on Wednesday evening (14 days later). We suggest that students open a bank account and arrange for direct deposit of checks. We will assist student in opening an account

Meal Plan: Mandatory

Estimated Cost Per Day: \$0

Meal Plan Description:

There is not cost for staff meals.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Students must shower daily and use deodorant daily. Students working directly with our guests may have limited traditional piercings. Visible tattoos are not prohibited, but must be family friendly.

Second Job Availability: No, unlikely

Applicable Company Policies:

- No smoking in staff dorm or while on duty. Smoking only in designated smoking areas.
- Students will be working on their feet for almost all of every shift in every position we offer, please be prepared! Many positions require you to work both inside and outside.
- Shifts can be as few as three hours and as many as ten hours. A 30 minute meal break is available if you are scheduled to work more than 6 hours in a row.
- Students are expected to be team players and must be willing and able to work in groups.
- Cell phone use during work hours is generally frowned upon and is NEVER permitted anywhere where you may encounter guests.
- Schedules are posted each Sunday for the work week beginning the following Thursday and can be viewed on an app which can be downloaded on your phone. Requests for time off must be submitted to your manager using the app.
- If you are unable to come to work, you must call your manager or the Manager on Duty. You may not text if you will not be able to come to work.
- We have a progressive discipline for dealing with infractions of workplace rules - first offense may be a verbal warning; second offense may be a written warning; third offense may result in termination. Management retains the right to skip any steps and may move directly to termination if circumstances warrant.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Fitness Center, Public Bus, Swimming/Boating

Walking Distance from Housing:

Food Market, Post Office, Fitness Center, Public Bus, Swimming/Boating

In Town, Requires Transportation:

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

