



WORK & TRAVEL USA

Migis Hotel Group Inn at Oceans Edge - Housekeeper/Server

HOST INFORMATION

Company Description:

Perched on the shores of the Penobscot Bay between the historic port of Camden and the sandy crescent of Lincolnville Beach, The Inn at Ocean's Edge is a quintessentially Maine oceanfront hotel just minutes from Camden and Belfast. You'll find many on-site amenities you'd expect from a Maine luxury hotel... immerse yourself in the infinity pool overlooking the ocean, explore the rocky beaches of Penobscot Bay, or stroll through the quaint coastal towns of Midcoast Maine.

Seasonal activities include local hiking and state parks, local festivals and fairs, swimming and beach going. There are plenty of opportunities to try something new (sailing, boating, whale watching, fishing, kayaking, baseball games, visit National Parks, etc.)

Lincolnville is the small beach town we are in and within 1.5 km walking distance from the beach and local restaurants. There is a local bus stop for easy travel on days off of work.

Staff members are offered occasional use of property amenities (pool, hot tub, sauna, gym)

- Free housing, wi-fi, internet, cable tv
- Free laundry
- Opportunity to visit and stay at other Migis affiliated properties at the employee discounted rate

Host Website: <https://innatoceansedge.com/>

Site of Activity: Migis Hotel Group Inn at Oceans Edge

Parent Account Name: Migis Hotel Group

Host Address: 24 Stone Coast Road , PO Box 258 , Lincolnville , Maine , 04849

Nearest Major City: Bangor , Maine , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Job Summary:

All employees contribute to the overall success of The Inn at Ocean's Edge by working closely with the management team to provide an

excellent and memorable experience for all of our guests.

Server Job Functions:

- *Participate in daily meetings with Breakfast Chef and front desk
- *Make and replenish coffee, set up and tear down of dining room, food preparations for daily buffet, setting up and replenishing buffet throughout breakfast
- *Meet and greet guests in dining room, take orders, deliver food and bus tables
- *Answer any questions guests may have about area or their stay at the Inn
- *Hazards include, but are not limited to stress, cuts from knives, burns, exposure to raw products, use of cleaning chemicals, slips, and tripping

Housekeeping Job Functions:

- *Care and clean guest rooms with diligence and detail
- *Care for linens and bedding, reporting stains to laundry and treating if necessary
- *Trash removal and recycling, handling of alcoholic containers at any point in time
- *Caring for and maintaining upkeep for guest common spaces
- *Must be detail oriented
- *Participate in daily staff meeting
- *Hazards include, but not limited to stress, use of cleaning chemicals, slips, trips and exposure to bodily fluids

Abilities required:

- *Frequent stooping, reaching, pushing, lifting, manual dexterity and repetitive motions. May require the ability to work on uneven outdoor surfaces
- *Ability to lift and carry up to 60 pounds (28 kg) between knee and chest
- *Walking, bending, standing 100% of the shift
- *Frequent hand-washing

Typical Schedule:

Variable schedule based on needs of hotel. Schedule is posted 1 week prior to upcoming week. Typical hours for Housekeeping run 9a-4p
Typical hours for Breakfast Server 6a-12p

Seasonal changes to job duties or available hours: Yes

*Job duties are based on needs of hotel and guests. *Weekly hours may flex due changes in occupancy *Business operates 7 days a week
Mid-May through Mid-October

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: No

Estimated weekly wages including tips: \$480

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: 48

Potential fluctuation in hours per week:

Hours are variable based on needs and occupancy of hotel. Low hour weeks are in our shoulder season and during training. Full time hours are typical for peak season July-September.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Free housing, occasional staff breakfast provided by our Chef, occasional staff luncheon, Migis Hotel Group Employee discount (Stay at other MHG properties at discounted rates)

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

Frequent lifting, pushing, pulling, between legs and at chest level

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

Frequent hand-washing Walking, bending and standing 100% of shift Frequent reaching, stooping and performing repetitive motions

Job Training required: Yes

Length of job training:

3-5 days

Hours per week during training period: 28

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

N/A

Need to wear uniform: Yes

Uniform Policy:

Khaki pants, capri pants, and fingertip length shorts, must be purchased before arrival or will need to go shopping soon after arrival to the property. Clean, comfortable tennis shoes. No open toed shoes. Uniform shirts are provided by the Inn.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

All are part of the Dress Code: Daily hygiene is required (daily shower and deodorant) Clean and neat hair Conservative make-up Clean nails and hands Uniform is to be clean, stain and odor free Daily brushing of teeth No smoking in uniform or smelling like smoke when coming to work.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Movie or Game Nights, Potlucks or Dinners, Shopping Trips, Sporting Events, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Major City

Additional Details about Cultural Offerings:

Every season we do a staff potluck and each staff member brings their favorite dish from their culture to share. We will occasionally have movie nights out or impromptu staff luncheons.

Local Cultural Offering:

- Lobster Festival
- Belfast Celtic Festival
- Blueberry Wing Ding
- Strawberry Festival
- Arts in the Park monthly event
- Sailing trips

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:

4 Bedroom and 2 Bathroom cottage that sleeps up to 8 employees at any given time. Shared rooms and common spaces. Amenities

provided include: Large Television, refrigerator, stove/oven, bedding and linens, microwave, cable, internet, heating are all included. During shoulder season, onsite gym and pool amenities are available to employees. FREE RENT Housing agreement and a \$50 deposit is required for potential damages and repairs needed. Deposit is returned with last paycheck if no damages have occurred.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Free Wi-Fi access

Phone Service: Yes

Description:

Landline provided. Cellular service is spotty.

Kitchen facilities: Yes

Description:

Cottage/living quarters have renovated kitchen.

Laundry facilities: Yes

Description:

Laundry is available for free in our Main building on site.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

3 of the four rooms sleep 2 people 1 of the four rooms sleeps 3 people Yes participants can make a request to live with friends or partners. Rooms are not co-ed unless traveling as a couple. Cottage and living quarters are co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: No

Utilities Costs: No

Housing Deposit: Yes

Cost: \$50

Description:

House deposit is taken from first paycheck.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Deposit is refunded on final paycheck after inspection of living quarters. If damage is found deposit is not refunded to employee to help cover the cost of repairs. Damage could range from carpeting, walls, painting needs, furniture repairs, etc.

Details About Deposit Refund:

Deposit is provided on employee final paycheck prior to departure.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Walking distance, 500 yards from work site

ARRIVAL INFORMATION

Arrival Instructions:

General Information

- Employer provided transportation is provided weekly for grocery store runs, special events and local cultural experiences
- Local transportation includes bus rides from Lincolnville Beach bus stop up and down the coast for day travel. Bus runs through town 1x per day in each direction (North and South) <https://concordcoachlines.com/>
- Days of week required for travel depend on hotel needs and staff availability. Typically Monday or Tuesday.

Traveling from the Airport to the Inn

- When traveling please allow at least 2 days prior to start date for rest.
- On day of arrival, management will pick up students at the local bus stop in Lincolnville, Maine.
- The best method of getting from the airport to Lincolnville, Maine is by bus.
 - Boston to Lincolnville, Maine- students would catch the Concord Bus
 - New York to Lincolnville- students would take the Greyhound bus and transfer bus lines midway in Portland, Maine and get on the Concord bus.
- Travel from Boston to Lincolnville is a 5 hour bus ride. <https://concordcoachlines.com/>
- Travel from New York to Lincolnville is about an 11 hour bus ride. <https://www.greyhound.com/>
- As soon as flights and bus tickets are purchased, please email us your itinerary for confirmation.
- Mark Phillips, mark@innatoceansedge.com, 207-236-0945 ext 110 (Office)

Suggested Arrival Airport:

Boston Logan Airport, BOS, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Boston Logan Airport

One Hotel Drive

Boston , Massachusetts 02128

<https://www3.hilton.com/en/hotels/massachusetts/hilton-boston-logan-airport-BOSLHHH/index.html>

1+617-568-5700

\$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:

After contacting SEVIS, we will wait approx. 5-7 days and then transport J1 employees to the Social Security Office. There we will assist employees with the application process. Applicants need to know their Mother's Maiden Name.

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

Other:

Wage Payment Schedule:

Bi-Weekly pay checks, direct deposit is available.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

All staff are to be in proper uniform for their department. -Uniforms include Khaki pants which will need to be purchased by the employee. Comfortable clean tennis shoes are required. -Uniform shirts are provided to employees by company and must be tucked in. Uniforms are to be kept clean and in good condition. -Facial piercings are to be removed or covered during work hours. -Facial hair is to be kept clean cut or clean shaven, daily showering and deodorant is a requirement.

Second Job Availability: Yes, likely

Applicable Company Policies:

Work Culture:

Employees have long enjoyed a very relaxed atmosphere while creating a strong work ethic. Please remember we are here to work first and foremost, but understand we do like to create a fun and upbeat environment. We are like a small family here at the Inn.

All employees should refrain from inappropriate, unprofessional and personal conversations while at work. If personal matters are affecting your work please bring them to management right away so we can help resolve the situation.

Harassment Policy:

It is the policy of Migis Hotel Group to provide and ensure that all the work environment for all employees is free from any form of employee harassment based on race, color, religion, gender, gender identity, age, origin, ancestry, veteran's status, sexual orientation, disability, or any other legally protected characteristics as established by law. Employees work in a close-knit community where every individual has the same rights and responsibilities. All need to learn to respect individual differences.

Offensive conduct, while not unlawful, is not appropriate in the workplace. Acts of harassment by any employee are prohibited by employment practices and are subject to disciplinary measure up to and including termination of employment.

Cell Phone Policy:

The Inn at Ocean's Edge number is 207-236-0945. Please pass this along to anyone who may need to contact you in case of an emergency. There will always be someone to answer and report the call. It is not appropriate or acceptable for employees to be texting or talking on personal cell phones while working. Cellphones are a big part of our lives and we have grown used to using them all of the time, however while you are clocked in and working for the Inn, it is not acceptable for employees to be using their cellphones unless otherwise authorized by management that day.

Smoking Policy:

The Inn at Ocean's Edge is a non-smoking establishment. Please use the designated smoking area in the employee parking lot. Smoke breaks are limited to two (2)-unpaid 10 minute breaks during each shift and to be only taken if work flow allows. Employees must wash their hands after having smoked. The smoking area must remain clean and debris free at all-times. No smoking is allowed in/around the employee housing. Employees must utilize designated smoking area every time.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Post Office, Restaurants, Fitness Center

Walking Distance from Housing:

Post Office, Restaurants, Fitness Center

In Town, Requires Transportation:

Food Market, Bank, Restaurants, Public Library

Unavailable:

Shopping Mall, Internet Cafe