WORK & TRAVEL USA

Bandon Dunes Golf Resort - Housekeeping

HOST INFORMATION

Company Description:

Bandon Dunes Golf Resort is heralded as one of the best golf resorts in the country, with five courses ranked among the Top 100. Founder Mike Keiser had the vision to create an American golf experience similar to the classic seaside links in Great Britain and Ireland. The first course at the resort, Bandon Dunes, opened on May 19, 1999. Since then, Pacific Dunes, Bandon Trails, Old Macdonald, and Sheep Ranch have all been added to its legendary list of courses and memorable golf experiences.

The Southwestern Oregon Coast enjoys moderate temperatures year-round, with clear skies and sunshine between June and September, and a combination of sunshine and rain during the winter months (November to April). Temperatures range between 60° F (15° C) and 70° (21° C) on the coast the majority of the summer.

Bandon is a coastal community that offers a wide range of activities within the local area. Camping, hiking, fishing, crabbing, beachcombing, and golfing are popular activities. Bandon's Old Town provides an eclectic mix of boutiques, art, restaurants, and bars.

Students will have many different cultural exchange experiences available to them. Bandon's History Museum, the annual Cranberry Festival, Sprague Community Theater, Circles in the Sand, local sports teams, and local fishing provide a few samples of American life on the Coast. Staff members also take advantage of free golf on any of our available courses.

Host Website: http://www.bandondunesgolf.com

Site of Activity: Bandon Dunes Golf Resort

Parent Account Name: Bandon Dunes Golf Resort

Host Address: 57744 Round Lake Road Bandon , Oregon , 97411

Nearest Major City: Portland , Oregon , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Essential Duties and Responsibilities:
• Maintain housekeeping carts with cleaning supplies, linen, towels, etc.
• Enter and prepare guest rooms for cleaning.
• Collect soiled linen for laundering.
• Replenish guest rooms with bath supplies, glasses, and amenities.
• Dust room including all furniture and fixtures.
• Vacuum guestrooms, hallway carpets and upholstered furniture.

• Sweep, mop, scrub, wax and polish floors as required.
• Clean bathrooms, including but not limited to wiping shower stalls and curtains, clean and sanitize toilets, clean sinks and fixtures, wipe down mirrors, wash tiles, and tub.
• Strip and re-make beds with fresh linen.
• Check guest rooms for damage, burnt-out light bulbs, dripping faucets, running toilets, etc. Make a report to maintenance as necessary to accommodate repairs.
• Re-stock linen storage rooms.

Qualifications:
• High School Diploma/equivalent preferred
• Previous hotel-related experience preferred
• Demonstrate quality interpersonal communications skills.
• Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
• Positive attitude, professional manner, and appearance in all situations

Physical Requirements:
Must have the ability to:
• Read and write (English)
• Communicate verbally with staff members and/or customers
• Give and/or follow verbal and written instructions
• Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
• Lift up to 30 lbs occasionally, 50lbs with assistance, 20 lbs frequently, and 10 lbs constantly

Typical Schedule:

AM Housekeepers work from 7:30 am to 4 pm and PM Housekeepers work from 3 pm to 11 pm. All students will be scheduled a minimum of 32 hours per week.

Drug Test required: No

COMPENSATION

Hourly Wage: $17.25

Eligible for Tips: Yes

All Housekeeping employees will receive a percentage of shared tips directly in their paycheck. Cash tips may be received directly from the guest, which are pooled with the team and distributed.

Estimated weekly wages including tips: $650

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Fluctuations occur rarely and typically vary when employees are sick and unable to work.

Average number of hours per week reached by last year's seasonal employees: 45

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:

★★★★★☆ Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Lifting up to 25 lbs will happen occasionally, such as when stocking closets or moving furniture to clean behind it.
Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Housekeepers are provided with 2 red polo shirts and a jacket at no charge. Black pants are required and provided by the student, but we will reimburse up to $20 for each pair of pants. Jackets are required to be turned in at the end of the season.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

We will provide ongoing cultural exchange opportunities throughout the summer, including a 4th of July barbeque and fireworks, hiking and camping events, local football and baseball games, a trip to Portland, shopping trips, fishing and crabbing outings, and more.

Local Cultural Offering:

Cranberry Festival - Bandon

Rockfish Festival - Bandon

4th of July Cardboard Boat Regatta - Bandon

Rhododendron Festival - Florence

White Cedar Days - Powers

Harvest Festival - Myrtle Point

Coos County Fair & Rodeo - Myrtle Point

Nesika Illahee Pow-Wow - Siletz

Bay Area Fun Festival - Coos Bay

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:

Amenities: bedding/linen provided, each unit has a private bathroom and shower. Lake Bradley location provides sand volleyball court, amphitheater, baseball diamond, and beautiful landscaping.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Internet service is provided by Spectrum.

Phone Service: Yes

Description:

All carriers receive reception.

Kitchen facilities: Yes

Description:

Kitchen access is within walking distance of all housing or is contained within the unit. Kitchens will have stoves, ovens, and a basic selection of pots and pans.

Laundry facilities: Yes

Description:

Participants will have 24/7 access to washers and dryers at no charge.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Rooms are assigned on a first-come-first-served basis. Requests to live with significant others or friends will be accommodated whenever possible. All dorms are co-ed.

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: $250

Description:

Deposit is $250 to be paid upon arrival to Bandon Dunes.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

$200 will be returned at the end of the season if unit is clean and free of major damage.

Details About Deposit Refund:

Refund will be provided in final paycheck.

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: Housing is located along a 2 lane road that is moderately traveled. The weather may involve rain or sunshine.

Employer-Provided Transportation
Estimated commute time: 15 to 30 minutes

Employer-Provided Transportation is free of charge

Description: Shuttles to and from housing will be provided once per shift during the workday. Times are TBD.

ARRIVAL INFORMATION

Arrival Instructions:

Ideally please arrive on a Monday and be ready for orientation and start of work on Wednesdays.

We will coordinate shuttles for students from the airport but arrival information MUST be submitted to HR at least TWO WEEKS prior to arrival. If you fly into Portland you will need to take a bus from Portland to Eugene. Tickets can be purchased on www.greyhound.com.

There is no shuttle available for pickup on Saturdays or Sundays. Students arriving on Friday evening, Saturday, or Sunday will need to find hotel or hostel accommodations until Monday.

The Resort will provide shuttle runs to local grocery stores and markets twice a week at designated times.

HR will coordinate shuttles to the Social Security Office upon arrival.

Travel confirmation should be sent to blakey@bandondunesgolf.com

Suggested Arrival Airport:

Eugene Airport (Mahlon Sweet Field), EUG, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $150 to $200

If arriving after regular hours:

Suggested After-Hours Accommodation:

Super 8 by Wyndham
3315 Gateway Street
Eugene , Oregon 97477
https://www.wyndhamhotels.com/super-8
1-541-579-2692
$100 to $150

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:

Bandon Dunes will assist students by taking them to the social security office during their first week.

Nearest SSA Office: North Bend , Oregon , Less than 25 miles

Other:

Wage Payment Schedule:

Biweekly paycheck every other Friday. We offer (and recommend) direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Hair, including facial hair, must be a natural color. Facial hair is allowed but must be tidy and neatly groomed. Visible tattoos must be covered. Visible piercings must be removed during your shift. All employees should have good hygiene and personal grooming.

Second Job Availability: Yes, likely

Applicable Company Policies:

Ideally please arrive on a Monday and be ready for orientation and start of work on Wednesdays.

Students are expected to work 32-40 hours per week. Overtime hours are generally available. We are a resort and cater to guest needs, so hours may be added or changed depending on business needs. Your schedule will be posted 2 weeks in advance but is subject to change at any time.

Our jobs require you to be pleasant, helpful, and genuine at all times.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Golf

In Town, Requires Transportation:

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

Unavailable:

Shopping Mall