WORK & TRAVEL USA

Lankford Hotel LLC - Front Desk Associate

HOST INFORMATION

Company Description:

Are you ready for a summer filled with sunshine, beautiful beaches, new friendships, and exciting experiences?

Formally http://www.beachboutiquehotel-rehoboth.com/

Rehoboth Beach, Delaware, is one of America's most beloved coastal destinations! Located along the beautiful Atlantic Ocean, this lively beach town is famous for its sandy beaches, iconic boardwalk, amusement attractions, shopping, restaurants, and fun summer atmosphere.

Through this opportunity with Lankford Hotel LLC, you'll gain valuable experience in the American hospitality industry while working alongside a professional team and welcoming visitors from across the country.

When you're not working, there's so much to explore! Spend your free time swimming in the Atlantic Ocean, walking the boardwalk, enjoying ice cream with friends, discovering local restaurants, shopping downtown, or exploring nearby coastal towns.

Rehoboth Beach offers the perfect combination of professional experience, cultural exchange, and classic American beach-town living.

Come for the opportunity, stay for the experience, and leave with friendships and memories that last a lifetime!

Your American summer adventure is waiting!

Host Website: http://www.beachboutiquehotel-rehoboth.com

Site of Activity: Lankford Hotel LLC

Parent Account Name: Sands Inc

Host Address: 19953 Shuttle Rd Rehoboth Beach , Delaware , 19971

Nearest Major City: Rehoboth Beach , Delaware , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

A front desk clerk welcomes and registers hotel guests, explaining the accommodations and establishing credit or method of payment. Checks guest out of the hotel, preparing and explaining the bill. Responds to a wide variety of guest requests by accurately assessing the guest needs to achieve maxium customer satisfaction.
Duties may include:
* Checks in guest in an efficient and friendly manner, using guest name whenever possible. Assures that guest is assigned type of room requested and the correct rate is charged. Arranges for luggage to be delivered to guest rooms. Issues correct keys to the guest.
* Checks out guest at the end of the stay. Determines the guests level of satisfaction, collect keys, posts late charges and presents bills to guests. Settles bill accurately through credit card or cash transaction
* Maintains a balanced bank assigned by the hotel. Makes change, cashes checks, exchanges foreign currency. Reconciles all transactions at the close of each shift.
* Handles all guest interactions with the highest level of hospitality and professionalism, accommodating special request whenever possible, resolves customer complaints, assists customers in all inquiries in connection with hotel services, hours of operation, key hotel personnel, in-house events, directions, etc. responds to all guests in an accurate and timely manner. Interaction with guest will be in person and by phone.
* Utilizes a variety of computer systems to check guests in and out, run daily reports and select the block rooms for arriving guests.
* Works well and professionally with co-workers and supervisors
* Accepts reservations, changes and cancellations
HOUSING MUST BE OBTAINED AS SOON AS YOU ARE HIRED TO THIS POSITION.

Typical Schedule:

7 days a week 5 working days 8 hour shifts

Drug Test required: No

COMPENSATION

Hourly Wage: $17

Eligible for Tips: No

Estimated weekly wages including tips: $600

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Hours will be lowest In May, June and the end of September and the most in July, August and the beginning of September.

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:

★★★★★★ Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Employees will be required to stand or walk for long periods of time. Employees will be required to lift, push, pull, or carry objects up to 40lbs on a repeated basis including dish bins and serving trays for food/drink
Standing for entire shift

Other qualifications or conditions

Description:

*Excellent verbal and written communication skills *Dedicated and careful, high level of accuracy and attention to detail *Must be able to multitask and deal with customer requests with a pleasant attitude * Must look professional at all times * Must have a good understanding of US currency * Fluent in English *HOUSING MUST BE OBTAINED AS SOON AS YOU ARE HIRED TO THE POSITION - PLEASE DO NOT WAIT UNTIL YOU COME TO THE UNITED STATES All workers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping and bending. These activities often also require considerable use of the arms and legs. All employees may be moved between work areas as needed. Smoking allowed in designated areas and while on break ONLY.

Job Training required: Yes

Length of job training:

One week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Students are to bring black pants or walking shorts and black non-slip shoes. For housekeeper and pool positions ONLY can wear plain color sneakers. Employer will provide shirts to restaurant servers, hostess and front desk, pool operator, housekeeper's employees all at no charge to the employee.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Students are to bring black pants or walking shorts and black non-slip shoes. For housekeeper and pool positions ONLY can wear plain color sneakers

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Trips to Major City, Trips to Nearby/Major Attractions, Company Parties, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Local student center, E Point, has organized trips to numerous locations such as Washington, DC & New York City, sporting events & concerts. Website www. ocstudentcenter.com. Plus ISOP j1rehoboth.com offer fun events, help, listings of free meals.

HOUSING AND TRANSPORTATION

Housing Provided: No

Community Housing Options:

Available: Yes

Description:

PLEASE SECURE HOUSING AS SOON AS YOU ARE HIRED, REACH OUT TO EMPLOYER ONCE HIRED. Housing must be secured prior to coming to the United States. Housing will cost around $150/week. Housing is very limited and the longer you wait to find housing the less opportunities you will have. Please reach out to your employer for assistance. If you are traveling alone or with only a few in your group, please reach out to your employer and/or agent to help group students together for the same location and help locate housing and defray the cost. Please feel free to contact your employer to ask questions especially before you send money to anyone.

Minimum Average Cost Per Week: $145

Maximum Average Cost Per Week: $150

Transportation for Community Housing Description:

Jolly Trolley Memorial Day through Labor Day 8am to 2am $3 one way and $5 round trip https://www.jollytrolley.com/

Bus, bike or walk. Distance will depend on your housing you previously secured.
Jolly Trolley Memorial Day through Labor Day 8am to 2am $3 one way and $5 round trip https://www.jollytrolley.com/

ARRIVAL INFORMATION

Arrival Instructions:

Please fly into John F Kennedy International Airport (JFK). Please contact the employer once you have secured your arrival details at Reginamoore@atlanticsandshotel.com. Participants can utilize a local shuttle service such as E-Point at ocstudentcenter.com, to Rehoboth Beach, DE and please plan to arrive at your previously secured housing and please not to the hotel.

Suggested Arrival Airport:

John F Kennedy International Airport, JFK, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $75 to $100

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hotel Ninety Five - JFK Airport
145-07 95th Avenue
Jamaica , New York 11435
https://hotelninetyfive.com/
718-291-4000
$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:

We will give you directions to the Salisbury Social Security Administration location and direct you toward websites and organizations that offer shuttles there for discounted pricing such as E Point www.ocstudentcenter.com.

Nearest SSA Office: Lewes , Delaware , Less than 25 miles

Other:

Wage Payment Schedule:

You will be paid every other week. Please note that the first check can take up to 3 weeks in order to get student situated in payroll. Please plan accordingly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair should be clean, combed, & neatly trimmed/arranged. Unkept hair is not allowed. Hair should be of a natural color. Sideburns, mustaches, &beards must be neatly trimmed &may not be grown at work. Uniforms must be clean & odor free at all times. Nose/face/tongue studs are not allowed. Male associates who come or may come in contact with the public may not wear earrings. Fingernails should be clean and trimmed. Nail polish must either be clear or of neutral shades.

Second Job Availability: Yes, likely

Applicable Company Policies:

No SMOKING on the property at anytime. Flexibility with schedule required. Friends may not be able to work the same shifts or have the same days off. Second jobs are permitted only if students maintain their schedule requirements. Must be willing to work with many different cultures and races.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

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