WORK & TRAVEL USA

Ramada Oceanfront Virginia Beach - Front Desk Agent

HOST INFORMATION

Company Description:

Hotel Indigo Virginia Beach Oceanfront offers a boutique beachfront retreat where guests can experience the vibrant spirit of the Virginia Beach coastline through locally inspired design, elevated accommodations, and genuine hospitality. Located directly along the Atlantic Ocean, the hotel provides convenient access to the sandy beach, scenic boardwalk, oceanfront activities, local dining, and the unique culture that makes Virginia Beach a premier vacation destination.

Whether enjoying panoramic ocean views, relaxing by the water, exploring nearby attractions, or discovering the area's coastal flavors and entertainment, guests can immerse themselves in an authentic beach vacation experience. Combining the personalized service and neighborhood-inspired character of the Hotel Indigo brand with the beauty of Virginia Beach's oceanfront setting, the hotel offers a stylish and memorable escape for leisure travelers, families, and couples alike.

Host Website:

https://www.paycomonline.net/v4/ats/web.php/portal/BE149BC9319297DFBCB00F01F2D1D7E3/career-page

Site of Activity: Ramada Oceanfront Virginia Beach

Parent Account Name: Ramada Oceanfront Virginia Beach

Host Address: 2810 Atlantic Avenue VIRGINIA BEACH , Virginia , 23451

Nearest Major City: Virginia Beach , Virginia , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

The Hotel Front Desk Agent is responsible for delivering excellent customer service to guests by managing check-in and check-out processes, handling reservations, and serving as the first point of contact for hotel inquiries. This role requires strong communication skills, attention to detail, and a friendly, professional demeanor.

Typical Schedule:

Schedule may vary

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: Yes

Tips can be kept after shift

Estimated weekly wages including tips: $699.98

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: 39

Potential fluctuation in hours per week:

Busy seasons may allow for more hours

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

No meal plan as no restaurants on property, but can still enjoy the off property dining.

JOB REQUIREMENTS

English Level required:

★★★★★☆ Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

Two weeks

Hours per week during training period: 30

Different wage during training period: No

Start on specific day of the week: No

Training requirements:
Will go over training plan upon arrival

Need to wear uniform: Yes

Uniform Policy:
Will provide uniform for you

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:
Uniform policy will apply

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners

Additional Details about Cultural Offerings:

Virginia Beach offers J-1 students the opportunity to experience American culture through coastal living, local arts, history, festivals, community events, and the ViBe Creative District's galleries, markets, and public art, while building cultural connections and lasting memories.

Local Cultural Offering:

Students can explore Virginia Beach's rich history through museums, historic sites, enjoy local cuisine, outdoor recreation, waterfront traditions, and connect with diverse residents. These experiences enhance cultural understanding, language skills, and personal growth in unique coastal community.

HOUSING AND TRANSPORTATION

Housing Provided: No

Community Housing Options:

Available: Yes

Description:

A variety of housing options are available within approximately a 3-mile radius of the hotel, including seasonal rentals, apartments, and accommodations at other nearby hotels. J-1 students are

responsible for securing their own housing, but these nearby options provide convenient choices for seasonal living during the program period. *Housing cost varies based on the number of occupants in living quarters. Housing Resource: NextbridgeUSA- Participants are encouraged to book as early as possible through the website: www.nextbridgeusa.com. NextBridgeUSA charges a $500 security deposit and rent of $185/week.

Minimum Average Cost Per Week: $165

Maximum Average Cost Per Week: $225

Transportation for Community Housing Description:

Transportation services:

Uber Taxi- www.uber.com

Lyft Taxi- www.lyft.com

HRT Bus System & Virginia Beach Trolley Service- www.gohrt.com

Lime Scooters- www.li.me/vehicles/scooter

Bicycle Rentals- www.cheriesbikerentals.com

ARRIVAL INFORMATION

Arrival Instructions:

Thank you for your interest in the Ramada Plaza Virginia Beach Oceanfront. Below is the information we will require to ensure a smooth transition to the property as a J-1 student. Additional details will be sent to you directly via personal email.

Property Address: 2800 Pacific Avenue, Virginia Beach, VA 23451

The following information we will need to ensure we facilitate a smooth transition to the property:

Airlines (Even if you have already submitted your flight information, we kindly ask that you confirm the details via email to ensure the information we have on file is accurate):

-What date do you arrive at Norfolk International Airport?

-What time does your flight arrive?

-What is the Airline you are traveling?

-Do you need transportation from the airport to the hotel?

For your Information:

Bank Account Set Up- Upon your arrival, you will have two options to choose from. Further details about these options will be provided during your onboarding process.

*Option 1- Setup a bank account at a local bank. To open a bank account any of the following documents may be requested based on the bank you choose: ·Valid Passport, J-1 Visa, Form DS-2019 (Certificate of eligibility for exchange visitor status), Proof of Address (If requested we can provide you a letter with the property address), Individual Taxpayer Identification Number. Additional details can be found on www.j-1.org.

*Option 2- Utilize the company paycheck card for direct deposit.

Rental Car: Each rental company has a different requirement regarding identification and driver's license requirements. Please review the common car rental companies' website or contact them by phone to ask about their requirements.

Cultural Experience- We have gathered information to present to you to provide you with great options to experience life in Virginia Beach and our neighboring cities. The information will be provided upon your arrival.

Social Security Number: Upon your arrival to the United States, you will be taken to the Social Security Administration office to apply for a Social Security number that will be used for payroll processing. The same documents listed under bank account setup are the documents you will use at the Social Security Administration office to apply for and receive your employment number. More information can be found at the following website- https://www.ssa.gov/pubs/EN-05-10181.pdf

Suggested Arrival Airport:

Norfolk International Airport, ORF, 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:

Schooner Inn
215 Atlantic Ave
Virginia Beach, VA 23451 , Virginia 23451
https://schoonerinnvb.com/
(757) 425-5222
$50 to $75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

On your first day of employment, we will complete onboarding which consists of watching company video completing online new hire paperwork uniform sizes and obtaining additional information to get you uploaded into our payroll system.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

Upon your arrival to the United States, you will be taken to the Social Security Administration office to apply for a Social Security number that will be used for payroll processing. The same documents listed under bank account setup are the documents you will use at the Social Security Administration office to apply for and receive your employment number.

Nearest SSA Office: Virginia Beach , Virginia , Less than 10 miles

Other:

Wage Payment Schedule:

Our payroll schedule is biweekly, every two weeks on Fridays. Direct deposit is mandatory.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Associates play a vital role in our guests' experience and must maintain a professional, well-groomed appearance at all times while working or attending paid functions. Proper hygiene, conservative hairstyles and accessories, natural hair colors, moderate fragrance, neat nails, appropriate footwear, and minimal jewelry are required. Management may send associates home for improper dress or hygiene. Nametags must be worn on the left side.

Second Job Availability: Yes, likely

Applicable Company Policies:

Students are able to obtain second jobs so long as the second job schedule does not interfere with their primary position or scheduled hours at the Ramada Plaza.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

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