WORK & TRAVEL USA

Windward House Bed and Breakfast - Housekeeping / Server

HOST INFORMATION

Company Description:

Camden Windward House is an upscale Bed and Breakfast located in the quaint seaside town of Camden, Maine. We are part of the Premier Inns of Camden and located just steps from Camden Harbor, its parks and the Main St. shopping and dining district. We also have access to over 30 miles of hiking trails in Camden Hills State Park, and Mt. Battie.

Camden is a quintessential New England town and its population swells during the summer months and early fall, when travellers from all over the United States and the world, flock to the town to experience the beauty of the changing seasons in mid-coast of Maine. We have a fantastic dining scene, with over 20 restaurants within walking distance of the inn, as well as, upscale shops, art galleries, Opera House, Library and stone amphitheater, multi-use Harbor, and hiking and nature trails for outdoor enthusiasts.

At Windward House, our primary focus is providing a world-class experience to our guests with our top priorities being, cleanliness with an astute focus on attention to detail. We have 9 guest rooms ranging from economical to luxurious suites. We host singles, couples and families and provide a warm, friendly "at home" vibe for guests throughout the Inn and it's porches, decks, gardens and newly added fire pit area.

Host Website: https://www.windwardhouse.com

Site of Activity: Windward House Bed and Breakfast

Parent Account Name: Windward House Bed and Breakfast

Host Address: 6 High Street Camden , Maine , 04843

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

PLACEMENT INFORMATION

Job Description:

Dusting and polishing furniture and fixtures
Cleaning and sanitizing toilets, showers/bathtubs, countertops, and sinks
Maintaining a clean and sanitary kitchen area
Making beds and changing linens
Washing windows
Vacuuming and cleaning carpets and rugs

Sweeping/vacuuming, polishing, and mopping hard floors
Sorting, washing, loading, and unloading laundry
Ironing bedding items
Using any cleaning equipment such as vacuums, mops, and other cleaning tools
Keeping bathrooms stocked with clean linens, toiletries, and other supplies
Cleaning mirrors and other glass surfaces
Emptying trash receptacles and disposing of waste
Adhering to state recycling requirements
Steaming and cleaning draperies
Washing blinds
Tidying up rooms
Monitoring cleaning supplies and ordering more as needed
Reporting any necessary repairs or replacements
Sweeping and maintaining outdoor common areas such as decks, patios, porches and gardens
Weeding and outdoor garden maintenance
Food prep / Breakfast service
Setting up and cleaning dining room for daily breakfast service, bussing tables, serving guests
Additional tasks upon management discretion

Typical Schedule:

Employees will work mainly from 7:30am or 9/10am until 4 or 5pm daily, averaging 32+ hours per week, with rotating days off in between

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: Yes

All tips left behind in the guest rooms for the housekeepers are pooled and divided among the staff, prorated by the hours they work.

Estimated weekly wages including tips: $560

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: 40

Potential fluctuation in hours per week:

Depending on occupancy the amount of work and hours needed to complete it will ebb and flow. Overtime, when needed will be paid at 1.5 x employee's hourly rate

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

We provide one meal per day, mainly breakfast to all J1 employees. Additional meals may also be offered throughout the season.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Daily lifting and carrying of cleaning supplies and cleaning equipment, such as vacuums, as well as disposing of trash bags
Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Ability to climb step stools or ladders to reach ceiling mouldings and ceiling fans

Need to wear uniform: Yes

Uniform Policy:

We will provide all employees with complementary Windward logo shirts.

Cost of uniform: $0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

business casual, shorts and khakis preferred, sneakers are allowed. no flip flops, sandals, or open toe shoes

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

At the time of year the students are here, they will be able to participate in Fourth of July events in Camden. There are several other events that happen throughout the summer as well, such as Jazz in June, Lobster Festival, Camden Classics Cup, Windjammer Festival and many more.

Local Cultural Offering:

As mentioned earlier, there are many festivals and events in the Spring/Summer in Camden and nearby towns. Some include Jazz in June, Lobster Festival, Fourth of July events, etc.

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:

Rooming is located on site in the B&B and is a shared bedroom/living room as well as en-suite bathroom. There is a shared common kitchen with innkeepers. You may use the kitchen but are responsible for cleaning up whatever you use at the time of using the kitchen. No cooking is allowed past 8 PM. Kitchen will not be used as a hangout when you are not using it for cooking. Refrigerator, bedding/linen, utensils will be provided. Students may live in a mixed gender bedroom.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Password will be provided when upon arrival.

Phone Service: No

Description:

If needed, you may borrow owner's cell phone.

Kitchen facilities: Yes

Description:

Kitchen is located adjacent to both the employees living space and the workplace.

Laundry facilities: Yes

Description:

Laundry access is available on-site between the hours of 8am-8pm.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

There is only one room available and it houses up to 3 students. If travelling with somebody else you will be able to room with them. Bedroom may be mixed gender based on applicant interest, although we prefer same gender for room & board.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $125

Housing Cost Deducted from Paychecks: No

Description:

They will pay cash. Rent is due biweekly when they get paid.

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Housing is located onsite

ARRIVAL INFORMATION

Arrival Instructions:

Traveling to Windward House

You will need to get transportation from Boston Logan Airport to Camden, Maine. To do so, you will need to take a Concord Coach Line bus from Boston Logan Airport to Portland, Maine. From Portland, you will need to take a Concord Coach Line bus to the Maritime Farms stop in Rockport/Camden, Maine. When you arrive in Rockport/Camden, we (Matt and Dan owners of Windward House) will pick you up and bring you back to Windward House. The total amount of time for the trip from Boston to Camden/Rockport should be 5 hours.

Here is a link to the schedules for Concord Coach Lines: https://concordcoachlines.com/route/midcoast-maine-boston-logan-airport/

Please provide us with travel information as soon as possible.

Contact info for Matt and Dan: Phone number: 877-492-9656 Email: innkeepers@windwardhouse.com

Transportation in Camden

When you arrive in Camden, we (Matt and Dan) will take you to the grocery store so you can buy the items you need. We will periodically bring you to the grocery store and Walmart throughout the season. If the the need arises for an item before, we can bring you to the store if time permits. There is a market in town as well as Walgreens Pharmacy.

Matt and Dan will also bring you to the social security office as well as the local bank so you can set up a bank account.

Suggested Arrival Airport:

Boston Logan Airport, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $50 to $75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Boston Logan
One Hotel Drive , Logan International Airpot
Boston , Massachusetts 02128
$75 to $100

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:

Once you arrive, Matt and Dan will take you to apply for a Social Security number.

Nearest SSA Office: Rockland , Maine , Less than 10 miles

Other:

Wage Payment Schedule:

You will be paid every two weeks via direct deposit

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Although we do not have limitations on tattoos and piercings, we expect a business casual appearance. Since employees will be working in and around guest accommodations, good personal hygiene is a requirement.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones are not allowed while working during normal business hours. Smoking of any kind is not allowed on Windward House property.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

Unavailable:

Shopping Mall