



## Company Details

Skylark Beach Inn  
Worksite Address  
2 Brown Street  
Old Orchard Beach ME, 04064

## Job Details

Student Job Title: Housekeeper  
Brief Job Description: Clean room for incoming guests, do laundry, strip beds, clean around motel  
Job Start Date: 2009-05-15  
YYYY-MM-DD |  
If flexible, indicate the period: No Weekend Arrivals  
Job End Date: 2009-09-07  
If flexible, indicate the period: September work usually available  
No arrival prior to:  
YYYY-MM-DD |  
Should work at least until: 2009-09-07  
YYYY-MM-DD |  
Minimum pay rate per hour: 8.00  
Tips Available? Yes  
Number of hours per week: 32  
Overtime available? No  
Overtime rate:  
Is there a training period? No

## Employer Requirements

Gender Preference: Yes  
Number of Males  
Number of Females 2  
Pre-Employment Drug Testing Required: Yes  
English Speaking Ability: Fluent  
English Listening Comprehension: Fluent  
English Reading Ability: Good  
General Requirements: Must be flexible to work a variety of assigned tasks; work on weekends and holidays a must; ability to work in a fast-pace environment, must be detail oriented; must be quick and not lethargic, need to be able to

- communicate with clients to meet their demands, honesty and a good attitude.
- Working Conditions: Housekeeping involves much work in a short time span of 4 to 6 hours, customer want to enter their room as quick as possible and those occupying the room want to leave as late as possible; housekeeping housing tends to be predominantly for females; hours worked are weather and tourist sensitive
- Skills/Experience: Needs to be able to follow directions of what is expected to make room clean and presentable to the public; needs to be able to work as a team or alone in order to get the job done; meeting the public means student MUST possess good English skills.
- Physical Demands: Must be able to frequently lift mattresses to make beds, standing and moving for extended periods of time.
- Prerequisites: Needs to be in good physical condition with no medical issues; must be quick/fast and not lethargic as many rooms need to be cleaned and prepared in a short amount of time; good work ethic is needed with paying attention to details.
- Dress Code: Company shirt furnished when required; need to bring khaki pants as many 2nd jobs require such colored pants.

## Benefits & Housing

- Meals: No
- End of Season Bonus: Yes
- Housing Provided? Yes
- Assistance to find housing? No
- Student must stay at housing provided? Yes
- Housing Fee: \$80.00
- Housing Fee Schedule: Per Week
- Housing Fee Due Date: 300 Due upon arrival  
YYYY-MM-DD |
- Security Deposit: \$200.00
- Due Date  
YYY-MM-DD |
- Refundable Amount: \$165.00
- Refund Policy: 165 is refundable providing housing has no damages and is clean upon student vacating housing and turning in keys.
- Distance from Housing to Work: Walking distance
- Transportation to/from work: walk or bike
- People per bedroom: 2-4
- Number of bathrooms: 1
- Furnished? Yes
- Housing Address: Housing is assigned upon arrival and usually has no

telephones.

Additional Information: Must work daily usually from 9am (+ or -) till when all rooms have been made usually from 2pm (+ or -) End of Season Bonus: \$1 per hour worked if student works through September 7th 2009

### **Travel Information**

Can Employer arrange pick-up upon arrival? Yes

Nearest Major Airport: Portland, ME: Portland International Jetport

Travel Details If student follow Mr. Ray's pre-arrival instructions, employer will meet student upon arrival in Maine otherwise sections below will apply.

Employer to report to: Found Mr. Ray's pre-arrival instructions which student is expected to print out, read and follow in order to make for a smooth transition from student's home country to students Maine employer and housing.