



Hay Creek Hotels- Breakwater Inn - Dishwasher/Prep Cook

HOST INFORMATION

Company Description:

The Breakwater Inn and Spa is situated on the Kennebunk River, offering 35 guest rooms with incredible views of coastal Maine. Nearby, the Beach House Inn adds an additional 35 guest rooms.

The town of Kennebunkport has a quaint downtown area positioned with water views from each angle. Independent shops, studios, and cafes are perfect for perusing in the Summer months. The coastal streets are filled with runners and bikers enjoying beach views for their morning workout. Others tour the streets by car to wonder at the oceanfront mansions that line the coast. The downtown and beach areas are within walking/biking distance from the Inn and staff housing.

Further, in Portland, ME (20 minutes north), the world is your oyster. Portland is a bustling port town with one of the most recognized food scenes in the country and what seems like an endless amount of restaurants and bars. Portland also has many concert venues, art museums, tours to Casco Bay islands, and more.

Visit thebreakwaterinn.com, beachhseinn.com, and stripersrestaurant.com for more information.

Host Website: <https://www.thebreakwaterinn.com/>

Site of Activity: Hay Creek Hotels- Breakwater Inn

Parent Account Name: Hay Creek Hotels

Host Address: 127 OCEAN AVENUE KENNEBUNKPORT , Maine , 04046

Nearest Major City: Portland , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Essential Functions:

- Utilizes an automatic dishwasher and 3 compartment sink as necessary.*
- Keeps dish room, walk-in refrigerator/freezer, and food storage areas neat, clean, and organized.*
- Stocks purchase order items as they arrive. Adhere to food storage requirements.*
- Sorts, washes, and puts away all dishes, pots, pans, trays, silver, and utensils.*
- Stocks, stores, and keeps assigned areas organized according to established procedures.*
- Keeps dish room and kitchen areas neat and clean.*
- Follows and reads recipe specifications during food preparation.*
- Follows all food health and safety practices and procedures.*
- Empties garbage cans located in kitchen and dining room area.*

- Sweep and mop floors in kitchen and work areas.
- Assists team members as needed to promote a positive teamwork environment.
- Assists with food preparation when directed.
- Performs any additional duties as requested or deemed necessary by Chef/Sous Chef or Senior Management
- Inspect equipment before and after use, making sure everything is clean and in proper working order.
- Ensure that all utensils, pans, and plating items needed are in stock for service.
- Assist in the daily preparation and cleanup of staff family meal as directed.
- Practice conscious knowledge of food allergies and safety in preparation.
- Clean and maintain all public restrooms and staff restrooms. Replenish toiletries as needed.
- Maintain cleanliness of employee hallways, stairwells, and break areas.
- Maintain cleanliness in public areas daily, including lobby, guest bathrooms, hallways, stairs, elevator, etc.
- Remain alert, friendly and able to get along with co-workers in a professional manner.
- Attend all scheduled meetings and training sessions.
- Understand and practice all HCH safety and security procedures, including Emergency Evacuation Procedures, Accident Reporting, Right to Know Law, Written Information Security Program, Bloodborne Pathogen Procedures, Anti-Harassment Policy, and Violence in the Workplace Policy.
- Comply with all Hotel and HCH time and attendance policies.
- Comply with all Hotel and HCH uniform, dress code, and appearance standards.

Hotel Specific Essential Functions:

- Ability to remain standing for 8 hours (or 100% of shift)
- Ability to frequently move and lift up to 80 lbs.
- Ability to walk the property and grounds on occasion.
- Ability to move up and down stairs regularly.
- Ability to bend frequently and repetitively during a shift.
- Ability to reach and lift overhead.
- Ability to remain bent over a sink/tub for an extended period of time.
- Ability to use repetitive manual dexterity.
- Ability to move quickly based on guest needs.
- Ability to frequently communicate and exchange accurate information effectively.
- Ability to read, write, understand and speak English.

Typical Schedule:

Shifts vary AM and PM on varying days of the week.

Drug Test required: No

COMPENSATION

Hourly Wage: \$13

Eligible for Tips: No

Estimated weekly wages including tips: \$480

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 38

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Family-style lunch and dinner is offered each shift.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Student must be able to take the trash out, lift glass racks above thier head for storage, and must be able to assist lifting large items in the kitchen for deliveries.

Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts are provided. Student must provide back pants and non-slip black shoes.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Kennebunkport has lots of history! Many buildings are the original homes of captains and governors who first established the area. Historical museums and tours are offered locally. Many photography studios and art galleries are within walking distance. Nearby is the Ogunquit Playhouse (theater).

Local Cultural Offering:

- *Independence Day Fireworks and Parade*
- *Quarterly staff meeting/parties*
- *Memorial Day festivities in town*
- *Ice Cream Socials*

HOUSING AND TRANSPORTATION

Housing Provided: *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.*

Employer-owned or employer-arranged housing description:

Students will stay in a converted guest room in the hotel. The room consists of four beds, large TV, refrigerator and microwave, and chairs. The room also includes a connecting shared bathroom. Although this is the staff bedroom, hotel amenities are also available to staff. The bedroom will be same-gender only.

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

Staff will have access to a shared internal employee wifi network.

Phone Service: Yes

Description:

A phone is provided.

Kitchen facilities: Yes

Description:

A shared kitchen is in the staff house with storage for all necessary items. Fridge, stove, and microwave are available, as well as small cooking appliances, spices, and dinnerware.

Laundry facilities: Yes

Description:

Onsite laundry facilities may be used during non-operating hours. A local laundromat can also be used for personal items.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Bedrooms are same-gender. Bathrooms are co-ed. The Housing is co-ed. Each student will get their own bed and storage space. Students may re-arrange the room how they please, so long as safety is not compromised and is returned to original placement upon departure. Housing requests for friends or other are accepted. Students may move roommates after arrival should they please.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$100

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: The housing is at the hotel. No commute is necessary.

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: If students are asked to work at The Beach House, they will be given transportation via car (by a manager) or may choose to take a staff bike. Multiple shared staff bikes are available free of cost.

ARRIVAL INFORMATION

Arrival Instructions:

Students must fly into BOS Boston Logan Airport (about 1.5 hours away) or PWM Portland International Jetport (20 minutes away).

Students must arrive between 8am and 6pm.

From the airport, a bus or alternative transportation can be arranged. Students must reach out to Human Resources PRIOR to booking their flight to arrange proper timing of arrival and coordinate transportation from the airport. HR will assist each student with getting to the Inn timely and safely.

To contact Human Resources to arrange flight details and transportation;

Hannah Elrick

helrick@thebreakwaterinn.com

Suggested Arrival Airport:

Portland International Jetport, PWM, Less than 25 miles

Boston Logan Airport, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Boston Logan Airport

1 Hotel Drive

Boston , Massachusetts 02128

https://www3.hilton.com/en/hotels/massachusetts/hilton-boston-logan-airport-BOSLHHH/index.html?SEO_id=GMB-HI-BOSLHHH

(617) 568-6700

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding:

Social Security Number:

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

Details about how to apply for Social Security Number:

Human resources will assist students with getting to and from the Social Security Office

Nearest SSA Office: Portland , New Hampshire , Less than 25 miles

Other:

Wage Payment Schedule:

Weekly via direct deposit or live check.

Meal Plan: Mandatory

Estimated Cost Per Day: \$0

Meal Plan Description:

Two meals per day (lunch and dinner) are provided to all employees. This is a family-style meal that changes each day. These meals are complimentary and part of the student cost of room and board.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups:

Grooming Requirements:

No visible tattoos. Hair must be a natural color. Nails must be clean and trimmed. Facial hair must be clean, trimmed, and no longer than 3 inches. Facial piercings are not allowed. Two earrings per ear only. Uniform shirts will be provided. Student is responsible for providing black pants, black socks, and black shoes.

Second Job Availability: Yes, likely

Applicable Company Policies:

Zero-tolerance policies include;

- Anti-harassment*
- Anti-violence*
- Drug and Alcohol Policy*
- No call/No Shows*

We take our business seriously and expect staff to do the same. A professional positive workplace is the key to success. A full handbook will be provided at orientation on your first day of work.

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

In Town, Requires Transportation:

Food Market, Shopping Mall