



## Park Point Marina Inn - Housekeeper

### HOST INFORMATION

**Company Description:**

*Some notable attractions that draw tourists to Duluth each summer are the Adventure Zone, Bayfront Festival Park, Duluth Art Institute, and Duluth Entertainment Convention Center to name a few. Come and enjoy all that Duluth has to offer this summer!*

*Park Point Marina is Duluth's award winning waterfront hotel resort. It is a four year TripAdvisor 2015-2019 Certificate of Excellence National Award Winner and AAA 3 Diamond Rated. The hotel resort has 68 deluxe rooms, most with outside decks, views of Duluth Harbor. It is conveniently located just four blocks from Canal Park and just one block to Park Point Beach. Breakwater pier walk, family picnic area, sitting pier and fishing pier. The hotel has a complimentary evening shuttle bus to Canal Park. In the summer Duluth hosts various festivals such as the Duluth Fourth Fest on July 4th and Duluth Superior Film Festival. There are also multiple hiking trails and parks for outdoor activities. Visit the Duluth Art Institute or Visit the Lake Superior Marine Museum Association. Duluth is a place like no other. An endless horizon where the largest freshwater lake in the world meets the sky. Rocky cliffs and pristine forests where you'll find miles of trails to explore. A thriving community where you can take in a show, explore nature, enjoy a meal and stay in comfort no matter where your plans take you.*

**Host Website:** <http://www.parkpointmarinainn.com/>

**Site of Activity:** Park Point Marina Inn

**Parent Account Name:** Park Point Marina Inn

**Host Address:** 1033 Minnesota Ave. Duluth , Minnesota , 55802

**Nearest Major City:** Duluth , Minnesota , Less than 10 miles away

### PLACEMENT INFORMATION

**Job Description:**

- Sorts, counts, folds, marks, or carries linens
- Cleans rooms in accordance to specific company standards
- Cleans guest rooms, including guest bathrooms, according to company standards including, but not limited to: making beds; emptying wastebaskets; moving furniture; hanging drapes; sweeping, vacuuming, scrubbing, and dusting furniture
- Replenishes supplies such as drinking glasses, writing, bathroom supplies, and linen
- Deep cleans areas as directed by supervisor including, but not limited to: cleaning upholstered furniture, and draperies; washing walls, ceilings, and woodwork, windows, door panels, and sills
- Transports trash and waste to disposal area
- Replaces light bulbs
- Laundry duties including but not limited to sorting laundry, starting laundry, switching laundry over to dryers, folding laundry and putting away laundry

- Assists in breakfast prep, keeping breakfast food ideas replenished and keeps breakfast buffet line clean and tightly
- Cleans public areas as assigned
- All other duties as assigned

**Typical Schedule:**

There is no set schedule as far as days of the week go. Participants will be scheduled Monday through Sunday. Start time generally starts at 8:30am and will go until all rooms are cleaned.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$10

**Eligible for Tips:** Yes

Any tips left in rooms that the participants are cleaning, they keep those tips.

**Estimated weekly wages including tips:** \$320

**Bonus:** Yes

\$0.40 per hour worked if participant stays through their program end date. Bonus distributed at employer's discretion at the end of employment term.

\* All figures above are pre-tax

**Estimated average number of hours per week:** 30

**Estimated minimum number of hours per week:** 20

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

Supply and demand. Sometimes we do not have full occupancy which means we need less staff to clean rooms or do laundry.

**Average number of hours per week reached by last year's seasonal employees:** 30

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

### **Qualifications & Conditions**

#### *Lifting*

*Lifting requirement: 50lbs/22kgs*

#### *Description:*

*Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs) and lift up to 40 lbs on a repeated basis.*

*Standing for entire shift*

*Handling cleaning chemicals*

**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 but provide black pants and closed toe shoes.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Clean neat appearance, no visible tattoos, no facial piercings, no extreme hair styles or colors. Must bathe regularly.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

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

### **Additional Details about Cultural Offerings:**

*Students can take part in multiple fairs, festivals, and events during the summer months!*

**Local Cultural Offering:**

Duluth is the a port city and the fourth largest city in Minnesota. It is a great place for outdoor activities like boating, swimming and hiking. There are several events during the summer like 4th fest, movies in the park, tribute fest, many concerts at Bayfront Festival Park and so much more.

## 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:**

We have RV trailers that we use to house our students. These are spacious well appointed living quarters. Before each student arrives we will decide where each student will stay. If students are traveling together we will try our best to place them together. These trailers have refrigerator, bedding/linen, microwaves, utensils, private bathroom, air conditioning, heat, WI-FI, all cooking ware needed, oven and stove top. All housing is located right by the hotel.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

There is WI-FI available in each participants housing arrangement.

Phone Service: Yes

Description:

We have phones at the hotel if there is an emergency. Also staff members at the hotel have cell phones.

Kitchen facilities: Yes

Description:

Each student will have access to a kitchen.

Laundry facilities: Yes

Description:

Students will need a key to access the laundry facilities, which we will provide them the first day they arrive.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

We have RV trailers for our participants to live in. Each trailer has 4-5 individual beds, we will not place more participants than beds in each RV trailer. We do our best to have participants who are traveling together stay in the same trailer if requested.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$80

Housing Cost Deducted from Paychecks: Yes

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$225*

*Description:*

*We will collect the housing deposits the first day participants arrive in cash.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*This amount is completely refundable if the team member stays until their program end date, leaves their living quarters in clean and neat condition with no damage. Living quarter keys must be returned as well.*

*Details About Deposit Refund:*

*This amount will be returned on last check that team member receives.*

***Transportation to Worksite:***

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: The RV trailers are less than a 5 minute walk from the hotel.*

## ARRIVAL INFORMATION

***Arrival Instructions:***

*You do not need to schedule with employer when you are coming but we would like to know so we are prepared for your arrival.*

*You can arrive at anytime of the day to be able to be shown to where you will be staying.*

*If you arrive into Minneapolis you'll need to take a shuttle/bus to Duluth, which will then drop you at the hotel. Here is the company you can use:*

*Goome Transportation: \$44 one way (check cost on company website) 218-724-4676*

*If you arrive at the Duluth Airport, you'll need to take a taxi, Uber or Lyft to 1033 Minnesota Avenue, Duluth, MN 55805.*

*SK Taxi 218-221-1604*

*Yellow Door Taxi 218-428-0911*

*Once you arrive at the hotel go to the front desk and let them know who you are, they will be able to show you to your housing. We are staffed 24 hours a day at the hotel. You will need to take a taxi or shuttle bus to the hotel: 1033 Minnesota Ave., Duluth, MN 55802.*

*We will be taking you to the grocery store - Super One once every 2 weeks. You can also go yourself on the public bus which goes right to the grocery store.*

*We can take you to the Social Security Office which is located on Superior St. in Duluth, MN.*

***Suggested Arrival Airport:***

*Duluth International Airport, DLH, Less than 25 miles*

*Minneapolis International Airport, MSP, Over 50 miles*

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

***If arriving after regular hours:***

***Suggested After-Hours Accommodation:***

*Park Point Marina Inn  
1033 Minnesota Ave.  
Duluth , Minnesota 55802  
www.parkpointmarinainn.com  
218-491-7111  
\$0 to \$25*

## TRAINING AND ONBOARDING

***Pre-Arrival Onboarding:***

***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 either take each student to the social security office or give them directions on how to get to the social security office. We print the application out for the students and have them fill it out before going to the social security office.*

*Nearest SSA Office: Duluth , Minnesota , Less than 10 miles*

***Other:***

*Wage Payment Schedule:*

*After the participant receives their social security card they will be paid bi-weekly through direct deposit into a bank account.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups:*

*Grooming Requirements:*

*We cannot have tatoos showing - they must be covered. Hair must be woren up in a ponytail. Participants must be clean and well groomed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Cell phones must not be used while working, they must be in a locker during the time participants are on the floor working. We are a non-smoking property, so participants must go to our designated smoking area to smoke. Participants can smoke outside by their housing. We schedule one week in advance. If there is time that needs to be taken off you must give us this time in written form 2 weeks prior to time needing off.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Shopping Mall, Bank, Restaurants, Internet Cafe, Public Library*

***Walking Distance from Housing:***

*Food Market, Shopping Mall, Bank, Restaurants, Internet Cafe, Public Library*

***In Town, Requires Transportation:***

*Shopping Mall, Post Office, Bank, Fitness Center, Public Library*