



Harrison Group Dunes Suites - PM Front Desk

HOST INFORMATION

Company Description:

Welcome to **Ocean City, Maryland!**

Enjoy 10 miles of beach, a 3-mile famous boardwalk & 200+ restaurants. Enjoy swimming and sunning along the Atlantic, not to mention surfing, fishing and even kayaking and canoeing. And during the summer, you'll find free activities every day of the week, including concerts, movie nights and Beach Olympics.

Dunes Suites offers a family-friendly oceanfront hotel experience, with 70 inviting oceanfront suites providing sweeping views of the ocean and expansive Atlantic coastline. Dunes Suites Oceanfront offers a fantastic location, putting you just steps from Ocean City Boardwalk.

We offer employee discounts!

Host Website: <https://dunessuitesoc.com/>

Site of Activity: Harrison Group Dunes Suites

Parent Account Name: Harrison Group Hotels

Host Address: 2709 Baltimore Ave Ocean City, Maryland, 21842

Nearest Major City: Washington, District Of Columbia, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Make and accept reservations

Be able to follow a script

Check guests in and out, answer questions, solve problems,

Handle payments, be able to count cash and process credit cards.

Work under stressful conditions (large numbers of calls or check-ins/outs)

!! Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned !!

The Harrison Group in whole will hire groups of 4 but due to multiple locations can NOT guarantee you will work together.

Flexibility with schedule required. Friends may not be able to work the same shifts or have the same days off. Second jobs are permitted only if students maintain their schedule requirements. Pay is by check NOT direct deposit and 1st check can take up to two weeks in order to get situated in payroll. Must be willing to work with many different cultures and races

Typical Schedule:

4pm-12am. Please note that these hours are only guidelines and subject to change.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Tips are solely dependent on the guest and earned by the level of service they receive.

Estimated weekly wages including tips: \$535

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:

Hours will be lowest in May, June and the end of September and the most in July, August and the beginning of September.

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

May involve occasional lifting of light to moderate items such as packages, documents, or office supplies.

Standing for entire shift

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:

Please be prepared to buy or bring black/khaki bottoms such as pants or shorts. Students will also need nonslip black shoes. Clothing can also be purchased in the US.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: *No*

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Chamber of Commerce is heavily involved organizing activities, please visit <http://oceancity.org>

E-Point Student Center has numerous trips, housing and shuttles from the airports, please visit <http://www.ocstudentcenter.com>. Numerous church groups offer free meals for international students

HOUSING AND TRANSPORTATION

Housing Provided: *No*

Community Housing Options:

Available: Yes

Description:

PLEASE SECURE HOUSING AS SOON AS YOU ARE HIRED. Housing must be secured prior to coming to the United States. Housing will cost from \$150/week to \$300/week. Housing is very limited and the longer you wait to find housing the less opportunities you will have. Please reach out to your employer for assistance. If you are traveling alone or with only a few in your group, please reach out to your employer and/or agent to help group students together for the same location and help locate housing and defray the cost. Please feel free to contact your employer to ask questions especially before you send money to anyone. PLEASE CONTACT E-POINT at www.ocstudentcenter.com for housing options. Please be prepared to pay this in advance. Housing Lead: RESORT HOUSING MANAGEMENT ASHOT MNATSAKANYAN 712 Bradley Rd Unit A Ocean City MD 21842 Phone 410-600-5528 Email: resorthousingoc@gmail.com Facebook: <https://www.facebook.com/StudentHousingManagement/>

Minimum Average Cost Per Week: \$150

Maximum Average Cost Per Week: \$300

Transportation for Community Housing Description:

Bus, bike or walk.

Check <https://www.ococean.com/plan-your-visit/transportation/getting-around/> for public transportation information.

ARRIVAL INFORMATION

Arrival Instructions:

Baltimore/Washington International and Philadelphia International Airport airports are the most common airports that most of the students use. You can look up flights to JFK (NYC) and Washington Dulles as well.

Transportation to Ocean City from airport: Students are responsible for their own transportation from the airport to Ocean City.

Greyhound Bus: **You will need to purchase a ticket in advance and check bus schedules prior to departure.** For details go to <http://www.greyhound.com>

Arrival: Students are required to provide arrival date and time in Ocean City at the housing facility **two weeks prior to arrival date.** **This information is to be sent to Reagan O'Meara at romeara@harrisongp.com**

There are student agencies who do airport transportations for a reasonable amount:

E-Point: <https://ocstudentcenter.com/>

All Friends Student Center:

+1 443-664-2803

<https://www.allfriends.co/transfers>

We are also here to help you if you would have any difficulties to contact with them, but you must make airport transportation arrangements **BEFORE** arriving in the US.

Suggested Arrival Airport:

Philadelphia International Airport, PHL, Over 50 miles

Baltimore/Washington International, BWI, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Holiday Inn Baltimore Bwi Airport

815 Elkridge Landing Rd

Linthicum Heights , Maryland 21090

https://www.ihg.com/holidayinn/hotels/us/en/linthicum-heights/bwiap/hoteldetail?cm_mmc=GoogleMaps_-_HI_-_US_-_BWIA

(410) 691-1000

\$75 to \$100

Embassy Suites by Hilton Philadelphia Airport

9000 Bartram Ave

Philadelphia , Pennsylvania 19153

https://www.hilton.com/en/hotels/phlapes-embassy-suites-philadelphia-airport/?SEO_id=GMB-ES-PHLAPES&y_source=1_MTExMDAzMS03MTUtG9jYXRpb24uZ29vZ2xlX3dIYnNpdGVfb3ZlcnJpZGU%3D

(215) 365-4500

\$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:

We will give you directions to the Salisbury Social Security Administration location and direct you toward websites and organizations that offer shuttles there for discounted pricing such as E Point www.ocstudentcenter.com. Upon receipt of your Social Security Number, you are to supply this to your employer immediately.

Nearest SSA Office: Salisbury , Maryland , Less than 25 miles

Other:

Wage Payment Schedule:

You will be paid every week. Please note that the first check can take up to 3 weeks in order to get student situated in payroll. Please plan accordingly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair should be clean, combed, & neatly trimmed/arranged. Unkept hair is not allowed. Hair should be of a natural color. Sideburns, mustaches, & beards must be neatly trimmed & may not be grown at work. Uniforms must be clean & odor free at all times. Nose/face/tongue studs are not allowed. Male associates who come or may come in contact with the public may not wear earrings.

Fingernails should be clean and trimmed. Nail polish must either be clear or of neutral shades.

Second Job Availability: Yes, likely

Applicable Company Policies:

Participants will receive a full handbook upon hiring

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

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