



## Highland Lake Resort - Housekeeper

### HOST INFORMATION

**Company Description:**

*Highland Lake Resort is located on a beautiful five acre lot with sloping lawn to 400 feet of waterfront on Highland Lake. We have 23 hotel rooms, lawn games, a gym, saunas, a labyrinth, an onsite cafe, an obstacle course and more. While employees are not permitted to hang out at the Resort when not working there are abundant things to do less than a mile away.*

*The town center is less than one mile away and there are: a dozen shops in town, two grocery stores, a local movie theater, a beautiful swimming beach, hiking trails with free obstacle course at Pondicherry Park and occasionally live music but we are NOT a city (town population of 5,000). This is a low key, relaxed town with a significant tourist population in the summer. This is ideal for students who want a cultural experience without living in a frenzied city.*

*There is a bus you can pay \$6 for a round trip from Bridgton, Maine to Portland, Maine (ocean side city- population 66,500) about an hour drive away. We will take students once a month on adventures to explore the area and/or to attend performing arts events depending on the students interest.*

*We had a lovely young woman from Turkey stay with us in 2019. She worked in our cafe and shared an apartment with my son and I. For our 2022 season we invited 3 students to share that apartment by themselves. There is one bedroom with three beds, a private bathroom, living room and kitchen area.*

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

**Site of Activity:** Highland Lake Resort

**Parent Account Name:** Highland Lake Resort

**Host Address:** 115 North High Street Bridgton , Maine , 04009

**Nearest Major City:** Portland , Maine , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*The position is between the hours of 9-3 Sun-Sat.*

*The duties include but are not limited to the following:*

- Being kind to coworkers, guests, other vendors*
- Report to supervisor for daily tasks and room assignment. Collect any information regarding guest requests, to-do items*
- Following and maintaining cleaning schedule & priorities list*
- Uses checklists to indicate tasks completed*
- Communicates with front desk and office staff on room status*
- Keep cart inventory stocked and organized at all times.*
- Clean all guestrooms to the satisfaction of the housekeeping supervisor and in accordance with the standards and policies of the*

company.

- Removing dirty linens, towels, trash, recyclables and guest items left in rooms
- Cleaning bathrooms by cleaning the tub, toilet, and sinks; removing used towels and bathmats; replacing bath linens.
- Vacuuming and washing floors
- Dusting and polishing furniture; cleaning windows and glass surfaces.
- Maintain laundry area and storage closets, keeping them cleaned and organized
- Preparing and sorting laundry for pick-up
- Stocking & replenishing each room with necessary toiletries, linens and towels.
- Conserves energy by closing shades and draperies; turning down air conditioning and heat of unoccupied rooms.
- Ensure all guest room floors, hallways, porches and public areas are cleaned.
- Keeps supplies ready by restocking housekeeping cart at end of the shift.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with security regulations.

**Typical Schedule:**

Sunday through Saturday, 9am-3pm.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

Guests leave a range of tips. Shared with whoever cleans the room.

**Estimated weekly wages including tips:** \$540

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 39

**Potential fluctuation in hours per week:**

32 is regular schedule, more hours available if desired, doesn't want anyone to burnout.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Have snacks such as chips, cookies, ice pops for the crew in our busy season. End of season party.

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Physical job, lifting and carrying cleaning products, linens etc.

Standing for entire shift

Handling cleaning chemicals

**Need to wear uniform:** No

**Dress Code:** Yes

Description:

Given two t-shirts, must be worn with black or tan pants/shorts and closed toe shoes. No short-shorts or skin tight pants such as leggings.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

We took our student from Turkey in 2019 to Portland, ME and explored the beauty of North Conway NH in the White Mountains to explore shops and walk the streets downtown. We took our 2022 students to New York City and coastal Maine in addition to trips to Portland and the White Mountains.

**Local Cultural Offering:**

There is a movie theater just a mile away. There are shops, live music at outside venues, and a park with obstacle course that is free to the public called Pondicherry Park. There is a public swimming beach with playground and restrooms just a mile away.

## 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 working at Highland and staying on site will pay \$75 per week. The fee includes one shared bedroom with three beds, a bathroom, kitchen & living room area and small outside deck. A maximum of three students from the same country and the same gender may share the room. Amenities: TV with Netflix (no Cable TV), Wifi, refrigerator, bedding/linen provided, microwave, utensils, private bath, air conditioning, water, electricity.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Free Wifi

Phone Service: Yes

Description:

They must have their own phones. They can call via their cell phones. We will need emergency contact numbers in the event of an emergency.

Kitchen facilities: Yes

Description:

They will have a kitchen in their apartment

Laundry facilities: Yes

Description:

The laundry room is in the basement.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 3

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 3

Rooming Arrangement Description:

We will allow either all women or all men since there is only one bedroom.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

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 hotel is onsite. It's a 2 minute walk.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*I will pick up in Portland Maine at airport with my car. I can pick up any day and any time.*

**Suggested Arrival Airport:**

*Portland, PWM, Less than 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$0 to \$25

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Carlotta Girouard  
115 North High Street  
Bridgton , Maine 04009  
www.highlandlakeresort.com  
16037302143  
\$0 to \$25*

## 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:*

*The social security office is in Portland Maine. Students can take a shuttle to the office in Portland for \$6 round trip from Bridgton, ME. I can provide support if they need it.*

*Nearest SSA Office: Portland , Maine , Less than 50 miles*

**Other:**

**Wage Payment Schedule:**

*Students will be paid weekly. Their checks can be mailed to the property.*

**Meal Plan:** Not available

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*We will provide two free t shirts to each student with our logo. Tatoos and piercings are fine as long as there is nothing offensive. Facial hair is fine as long as they are groomed. Hygiene is essential. Deodorant, regular showers, neat and tidy hair and clothes are essential. We have staff wear tan or black shorts to their knees (no short shorts).*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*No cell phone use while on the job. No smoking except for in one designated staff smoking area. Breaks are 10 minutes after four hours of work. Using the bathroom and drinking or snacking in the housekeeping room is permitted as often as needed. Most shifts are 6 hours. There is no foul language on the job site. We create an atmosphere of peace and positivity.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

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

***Walking Distance from Housing:***

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

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

*Fitness Center*