



## Lakedale Resort - Housekeeper

### HOST INFORMATION

**Company Description:**

*Why should you work for Lakedale Resort?*

- 1. Incredible, family- oriented company and workplace. We treat our staff like family!*
- 2. GO WHALE WATCHING on your days off!*
- 3. It's a one-of-a-kind experience and a breath of fresh air- literally!!*

*This is a good location for students who **love nature** and hiking as Lakedale Resort offers **miles of outdoor hiking trails**. The San Juan Islands are **unlike any other place on earth!** Visitors come all summer long to see the **amazing scenery, whale watch, kayak, and climb Mount Constitution**. By the end of your summer here, you'll not only know how to direct guests to the best places for these activities, you'll also have had the opportunity to participate in these yourself!*

*On 82-acres, with three spring water lakes, Lakedale Resort is an ideal San Juan Island getaway. Easily accessible by ferry or floatplane from Seattle, Lakedale Resort is nestled between Roche Harbor and Friday Harbor on San Juan Island, Washington.*

*Lakedale Resort features a variety of accommodations, including a 10-room hotel, real log cabins, canvas cabins for a fabulous glamping experience, and camping. Lakedale Resort near Roche Harbor and Friday Harbor is also a great destination for workshops, meetings and retreats.*

*Please understand that this is not a city setting or lifestyle. This location is best suited for people who enjoy nature and the outdoors.*

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

**Site of Activity:** Lakedale Resort

**Parent Account Name:** Lakedale Resort

**Host Address:** 4313 Roche Harbor Road Friday Harbor , Washington , 98250

**Nearest Major City:** Seattle , Washington , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Job duties may include:*

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner.*

- *Dusting furniture and equipment.*
- *Emptying wastebaskets and cleaning them inside and out.*
- *Cleaning tiled floors with the use of brooms and mops.*
- *Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.*
- *Replenishing trash bags, soaps, bathroom items, and other supplies.*
- *Transporting all trash and waste to disposal areas, as instructed.*
- *Ensure that all rooms are ready for inspections by the Lead Room Attendant and the Manager. Rooms need to be completed and ready for the next guest no later than 4pm. You must be able to stick to provided deadlines. Must have a strong attention to detail and giving person best in service. Works with cleaning chemicals. Requires frequent lifting, bending, kneeling, walking, going up and down stairs, constant movement is involved.*

*Housekeeping is a very hard working and fast paced job. You must:*

- *Be organized with an eye for detail.*
- *Have the ability to follow instructions and count accurately.*
- *Have knowledge of Company policies and procedures, willingness to comply with both.*
- *Have commitment to keep up the quality of Housekeeping Standards learned during the training period.*
- *Have the ability to relate with guests in a courteous and friendly manner. Must be able to handle guest concerns in a professional and tactful manner.*
- *Be friendly, outgoing, enthusiastic and courteous in dealing with guests and co-workers.*
- *Adhere to all company regulations, standards, policies, and procedures learned during the training period.*
- *Comply with the correct use of chemicals and equipment as trained.*
- *Comply with Lost & Found and key security procedures.*
- *You may render personal assistance to room guests in line of duty.*
- *Report any unusual guest conduct to Housekeeping Managers.*

*You will help to:*

- *Recommend and implement change to improve the efficiency of Housekeeping operations.*
- *Respond immediately to any unsafe condition.*
- *Take necessary steps to ensure excellent guest service.*

*Completed guest rooms will be inspected by Room Inspector or Housekeeping Managers prior to occupancy. May be required to return to guest room to fix any noted issues which do not meet housekeeping standards.*

*You must complete mandatory training period after arrival. The Housekeeping Managers will perform training that will include the review of the proper manual including the standards, policies, and procedures; and the understanding and training in use of approved/authorized chemicals in the daily cleaning of guest accommodations, bathrooms, public areas, and housing.*

You are expected to practice proper and frequent handwashing.

**Typical Schedule:**

The schedule and working days/days off will vary week to week depending on available work, but Housekeeping shifts typically operate from 8am to 4pm.

**Seasonal changes to job duties or available hours:** Yes

Weekly hours are based on how busy the resort is on any given day. Participants can typically expect between 30 to 40 hours a week during the busy season.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$680

**Bonus:** No

\* All figures above are pre-tax

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

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

**Estimated maximum number of hours per week:** 45

**Potential fluctuation in hours per week:**

During the months of July and August, participants can typically expect 30 to 40 hours per week. Schedules are written a week in advance, so hours may fluctuate slightly, higher or lower.

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

**Overtime Policy:**

Yes, paid after 40 hours

## JOB REQUIREMENTS

**English Level required:**



Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

### **Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Participants can expect to lift laundry bags, bundles of firewood, and move the occasional piece of furniture. Participants should be in good physical health & condition.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

*Working under direct sunlight*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Lakedale will provide shirts and vests for all staff to wear. Participants will be responsible for all other clothing.*

*Cost of uniform:* \$0

*Uniform laundry:* Participant responsibility

**Dress Code:** Yes

*Description:*

*Jeans and shorts are acceptable, as long as there are no holes, rips or stains. Comfortable shoes like athletic shoes or hiking shoes are recommended. Open-toe shoes and sandals are not allowed for safety reasons.*

## CULTURAL OPPORTUNITIES

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

*Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Whale Watching, Ocean Kayaking*

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

*Gathering outside of work for events, dinners, game nights, etc. are a very common occurrence for Lakedale's staff, and participants in the Work & Travel program are encouraged to join in! Lakedale will pay for each participant to enjoy a whale watching or ocean kayaking excursion as well!*

### **Local Cultural Offering:**

*Friday Harbor is a small community, so there are fewer cultural opportunities than in a massive city, but there are plenty of music/arts festivals and exhibits going on throughout the summer! Lakedale employees enjoy local discounts at many island businesses as well.*

## 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:**

*This is a brand new building! There are several rooms with common areas, very similar to a dorm type of situation, and it's located in the middle of town, so it's a short walk to all of the amenities (stores, shops, bars and restaurants, movie theater, post office, everything). It is roughly 4 miles from Lakedale's property.*

**Lease Agreement:** No

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Wireless internet access is included with the housing, at no extra charge.*

*Phone Service: Yes*

*Description:*

*Participants will have reliable cellular service at the housing location.*

*Kitchen facilities: Yes*

*Description:*

*The housing location includes a community kitchen, refrigerators, and appliances that participants can use for cooking.*

*Laundry facilities: No*

*Description:*

*There is no on-site laundry service at the housing location, but there are laundry facilities within a 2 minute walk from the housing.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 1*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 1 - 4*

*Rooming Arrangement Description:*

*Housing is not co-ed. If you are traveling with your partner and want co-ed housing, it is POSSIBLE but not guaranteed.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$150*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*Participants will pay rent directly to Lakedale Resort in cash on a weekly basis.*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Employer-Provided Transportation*  
*Estimated commute time: Under 15 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Lakedale staff members will give participants rides between Lakedale and their housing, but this may not always be an option. Participants may need to use the transit shuttle to get to work and back some days.*

*Local Bus, Subway or Train*  
*Estimated commute time: 15 to 30 minutes*

*Estimated cost: \$10*

*Total: No Per Day: Yes*

*Description: San Juan Transit runs between Lakedale Resort and Friday Harbor several times a day. Drop off and pick up is only 3-5 minutes walk from the housing.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*You will need to arrive into Seattle Airport, and take an airporter shuttle to Anacortes. At Anacortes, the Ferry terminal is here, you will need to take a ferry to the island, and the employer will pick you up on the island.*

*You should arrive to the harbor on the island between 9am-5pm.*

*Please email your arrival details to your employer at least 2 weeks before arrival. This will ensure they can schedule someone to come pick you up. Failure to do so may result in you needing to spend the night in a local hotel, at your expense.*

*Sea-Tac Airport & Seattle to Anacortes - <http://www.airporter.com/shuttle/anacortes-to-seatac-airport-seattle>*

### **Suggested Arrival Airport:**

*Seattle Tacoma International Airport, SEA, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$100 to \$150**

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

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

*Islands Inn*

*3401 Commercial Ave*

*Anacortes, Washington 98221*

*\$100 to \$150*

## 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:*

*Lakedale will provide assistance with the application process for a social security number, and will also provide transportation to the social security office!*

*Nearest SSA Office: Mt. Vernon , Washington , Less than 50 miles*

**Other:**

*Wage Payment Schedule:*

*Employees are issued a paycheck every two weeks.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Participants should practice good personal hygiene, but there are no other grooming standards that are required.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Cell phones and other mobile electronic devices are **strictly prohibited** during work hours at Lakedale. Smoking is allowed during break times. Smoking is not allowed indoors at the housing location.*

## COMMUNITY AMENITIES

***Walking Distance from Housing:***

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

***Unavailable:***

*Internet Cafe*