



Lafayette Hotels Nordic Village Resort - Front Desk

HOST INFORMATION

Company Description:

Nordic Village Resort is a condominium resort located in the White Mountains of New Hampshire. Our property consists of 165 rooms located in Northern New Hampshire. Our weather in the summer is warm during the day and cooler at night. The area is famous for Mt. Washington which is the highest peak in the Northeast. We have many outdoor activities nearby, hiking, mountain biking, swimming, kayaking, shopping, golfing. Our property has three outdoor heated pools, one indoor heated pool, two outdoor spas, sauna, steam room and adults only fitness center. All of our staff are able to enjoy the amenities the resort has to offer.

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

Site of Activity: Lafayette Hotels Nordic Village Resort

Parent Account Name: Lafayette Hotels

Host Address: 1 Nordic Lane Bartlett, New Hampshire, 03812

Nearest Major City: Portland, Maine, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Front Desk positions are responsible for displaying a professional, pleasant attitude to all customers. Job duties include greeting guests, taking reservations, checking people in and out, helping guest with problems, answering phones, handling U.S. currency, and general office help. This position requires excellent skills in English. This position will provide the opportunity to work directly with the public and gain skills in American customer service. Your employer may ask you to perform other duties related to your job type.

Typical Schedule:

This job would be 5 days per week with 8 hour shifts. There are 2 different shifts for this position 10am-6pm and 1pm-9pm.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: No

Estimated weekly wages including tips: \$570

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 38

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 42

Potential fluctuation in hours per week:

During low occupancy, usually during early June and early September.

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Need to wear uniform: Yes

Uniform Policy:

We will provide uniform shirts.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Our dress code would be casual office clothes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Shopping Trips, Holiday Events, Trips to Nearby/Major Attractions, Potlucks or Dinners, BBQ or Cookout

Additional Details about Cultural Offerings:

We have a beginning of the season lunch/cook out to get to know our new associates. It gives us a chance to get to know each other in a casual setting. We also have an end of the season party for our associates before all of our students leave.

Local Cultural Offering:

Our community offers a pre-season get together for all J-1 students to meet and get to know each other. We also receive discounted tickets for local attractions that our students are able to take advantage of.

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 share a room. There are 4 students in each room. The apartment has a full kitchen with utensils, plates, glasses, pots and pans, stove, refrigerator, microwave and dishwasher, washer/dryer, bed linens and towels are provided. WIFI and television. All four students will share a full bathroom. We do not have a restaurant on property and meals are not included. Students will prepare their own meals in their kitchen. We have an indoor heated pool, an outdoor heated pool and a fitness center that all students are able to use.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Wifi is available in each apartment.

Phone Service: Yes

Description:

There is a landline in the apartment and we also have very reliable cellular service.

Kitchen facilities: Yes

Description:

Their apartment has a full kitchen.

Laundry facilities: Yes

Description:

Their apartment has laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Rooms are typically not co-ed. We have a maximum of 4 students per room, each with a separate bed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

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: Apartments are on our property. Students will walk down to the office to start their day.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into Boston Logan International Airport (BOS) and take a bus to either North Conway or Jackson, NH (approximate travel time 3 hours). The cost of a one-way bus ticket is \$38. The Concord Coach Bus (<https://concordcoachlines.com>). The bus leaves Boston Logan Airport twice daily, 9:25 a.m. and arrives in North Conway, NH at 1:35 p.m. or 3:40 p.m. from Boston to Jackson, NH at 7:52 p.m.

Students must email their arrival information to Caitlin Flynn (cflynn@nordicvillage.com) at least two weeks prior to their departure. Details about a scheduled pickup will be communicated to the student prior to their departure.

Suggested Arrival Airport:

Boston Logan International 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:

La Quinta Inn & Suites
25 Cummings Street

Somerville, Massachusetts 02145

[https://www.wyndhamhotels.com/laquinta/somerville-massachusetts/la-quinta-boston-somerville/overview?](https://www.wyndhamhotels.com/laquinta/somerville-massachusetts/la-quinta-boston-somerville/overview?CID=LC:LQ::GGL:RIO:National:52910&iata=00093796)

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617-625-5300

\$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:

Our general manager, Caitlin Flynn, will take all students to apply for their social security cards.

Nearest SSA Office: Littleton, New Hampshire, Less than 50 miles

Other:

Wage Payment Schedule:

Paychecks are received every other week, on Thursdays after 2 p.m.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Students will be working with public and are required to bath regularly and wear clean clothing.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones are not to be used while working. We do not allow smoking in our apartments and ask that students smoke away from the building. Their housing is near our guest rooms we ask that all students are mindful of our guests at all times.

We encourage students to get second jobs but ask that their second job not interfere with their work schedule here at Nordic Village. Their job with us is priority.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Fitness Center

In Town, Requires Transportation:

Food Market, Post Office, Bank, Restaurants, Internet Cafe, Public Library