



## Lafayette Hotels Nordic Village Resort - Housekeeper

### 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:**

*Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, fireplace, and deck/porch. Job duties may include:*

- Removing and collecting linens for laundering and transporting them to designated areas.
- Cleaning rugs, carpets, and upholstered furniture using a 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, counter tops, 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.
- Removing items from refrigerator, stove, and microwave.
- Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
- Loading and unloading dishes from the dishwasher, drying dishes, and putting them away in the proper places.
- Some light grounds maintenance and other projects on the property.
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operations, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

**Typical Schedule:**

More hours in July and August, less in September.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

Not guaranteed, up to the discretion of the guest.

**Estimated weekly wages including tips:** \$525

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

**Estimated minimum number of hours per week:** 35

**Estimated maximum number of hours per week:** 70

**Potential fluctuation in hours per week:**

More hours in July and August. Less hours in 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:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

Employees may be required to lift, push, pull, or carry objects up to 40lbs on a repeated basis.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

**Description:**

*During the summer it can be very hot. Students will be moving from unit to unit, cleaning up after guests have left. Please have proper footwear and acceptable clothing. Generally students find the climate to be similar to their home country.*

**Job Training required:** Yes

*Length of job training:*

*Two Weeks*

*Hours per week during training period: 35*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** No

**Dress Code:** Yes

*Description:*

*Students should have comfortable footwear. Students should all come with proper black sneakers and khaki pants/shorts. No spandex can be worn at work.*

## 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](mailto: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*