

Village Cove Inn

Housekeeper
Kennebunkport, ME



Company Biography

Work Dates and Pay Details

Position title: Housekeeper

Please make sure you are available to work according to the date requirements below.

Earliest start date: 07-May-10

Latest start date: 21-Jun-10

Earliest end date: 01-Sep-10

Latest end date: 15-Oct-10

Minimum time students must be available to work: 4 months

Hourly wage: \$7.50

Tips? Yes

Description of position: Housekeeping, cleaning rooms and public areas. Cleaning rooms, laundry, public areas and grounds.

Specific qualifications required: Students must be flexible and willing to perform a variety of tasks at the Inn.

Estimated weekly wage (incl. tips): \$0.00

Bonus: Amount not specified

Conditions of bonus: Based upon work performance.

Average hours for last year's students? 60 Hours

Maximum weekly hours allowed: 65 Hours

Minimum average number of hours? 35 Hours

Possibility of getting more than average hours: Good

Students get the most hours in: July, August

Students get the least hours in:

How often are students paid? Weekly

Do you pay overtime? Yes

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 29 South Main Street Kennebunkport ME 04046

Other Job Details

Minimum english level: Intermediate

Description of working conditions: Students are not required to wear uniform. Students need to bring black or beige pants and white shirt for restaurant. Grooming Requirements: Long Hair must be tied back, no inappropriate clothing such short shorts. There are laundry services available for uniforms. Employer provides help to apply for Social Security Number, nearest Social Security Office is Biddeford (20 miles). Company has independent restaurants on site where students can find second jobs. They receive 2nd paycheck so can work up to 60 hours plus between two businesses.

Will job duties be different at the beginning of the season? No

If yes, provide details of specific job duties:

Uniform and Grooming Requirements

Are students required to wear a uniform? Yes

If yes, what is the cost of the uniform? Not specified

Are uniform laundry services available? Yes

If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

Details of purchasing required clothing or footwear:

Do you have company grooming requirements? Yes

Details of company grooming requirements? Long hair must be tied back, No inappropriate clothing such as shorts

Other Company Details

Company hires couples? No Company hires groups? No How many are allowed in the group?

Drug test required? No Do students complete an additional application upon arrival? Yes

Does your company issue completion certificates? Yes If requested, will you evaluate the student's performance? Yes

Any additional company details?

If students wish to apply for a second job outside of our company then they must get our authorisation.

Second Job	
Do you permit students to find a second job?	Yes
Do you assist students to find a second job?	Yes
Possibility of students finding a second job:	Average
Training Information	
Is job training required?	Yes
Length of training:	3 days
Are students paid during training?	Yes
Hourly pay rate during training:	\$7.50
How many hours per week are students likely to receive during training period?	25
Any other details?	
Worksite Location	
Worksite location:	29 South Main Street Kennebunkport ME 04046
Nearest major city:	Portland Maine
Worksite setting:	Resort/Ocean/Lake
Nearest major airport:	Portland or Logan
Distance to nearest major airport:	25 or 100 miles
Additional worksite setting details:	Located on coastal Maine
Standard Arrival Information	
Are students required to arrive or depart on specific dates?	Yes
Details of required arrival or departure dates:	Ideally Monday - Thursday
Mode of transportation:	Employer will arrange pick-up
Students must arrive between these hours:	9 AM - 8 PM
Cost:	Not Specified
Other details:	With advance notice of at least one week.
After Hours Arrival Information	
General information:	Email me for best instructions.
Name of accommodation:	Accommodation address:
Cost per night:	Not Specified
Best way to travel from airport to overnight accommodation:	
Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail:	Take students to office
Where is the nearest social security office?	Biddeford, ME
Distance:	20 miles
How will students be paid until their social security card arrives?	Cheque
Housing Details	
Housing address:	29 South Main Street Kennebunkport ME 04046
Is housing provided?	Yes
If not, will you assist students in finding housing?	No
Is the student required to sign a separate housing contract?	Yes
Type of housing provided:	Other
Number of students to a room:	2-3
Housing details:	Shared staff room in hotel. Housing Facilities: Laundry facilities, linens, refrigerator, microwave, air conditioning, TV, telephone, /Internet Access, Kitchen Untesils/pots and pans. Housing is walking distance from work site. No meals.
Do you offer co-ed housing?	No
Cost of housing - per week:	50.00
Includes utilities?	Yes
Are housing costs deducted from paycheck?	Yes
Is a housing deposit required?	Yes
Amount of housing deposit:	\$200.00
Instructions for payment of housing deposit:	Due upon arrival, rent is due weekly and deducted from paycheck.
Housing deposit due date:	
Is deposit refundable?	Yes
Conditions of deposit refund:	Subject to completion of contract and room left clean as found without any damage.
How will deposit be refunded?	Check
Are students required to live in provided housing upon arrival?	Yes
During their work stay, can students find alternate housing?	No
If yes, is there a penalty?	No

Transportation to/from Worksite	
Method of transportation to worksite:	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:		Interstate Bus, Train	
Access to public transportation?		In town access	
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	Yes	Utensils:	Yes
		Private bath:	No
		Air conditioning:	Yes
		Security guard:	No
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	In town/accessible
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance
Movie theater:	Requires Transportation	Library:	Walking Distance
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

Village Cove Inn

Maintenance/Groundskeeper
Kennebunkport, ME



Company Biography

Work Dates and Pay Details

Position title: Maintenance/Groundskeeper

Please make sure you are available to work according to the date requirements below.

Earliest start date: 14-May-10

Latest start date: 14-May-10

Earliest end date: 14-Sep-10

Latest end date: 14-Sep-10

Minimum time students must be available to work: 4 months

Hourly wage: \$7.50

Tips? No

Description of position: Students should expect to perform a variety of tasks around the property. Duties may include, mowing the lawn, trimming small bushes and other groundwork, maintenance work, repairs, landscaping, etc.

Specific qualifications required: Hard-work ethic, desire to learn; an interest in landscaping a plus.

Estimated weekly wage (incl. tips): \$0.00

Bonus: Amount not specified

Conditions of bonus: Depend upon work performance and working until the end of job agreement

Average hours for last year's students? 60 Hours

Maximum weekly hours allowed: 65 Hours

Minimum average number of hours? 35 Hours

Possibility of getting more than average hours: Good

Students get the most hours in: July, August

Students get the least hours in:

How often are students paid? Weekly

Do you pay overtime? Yes

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 29 South Main Street Kennebunkport ME 04046

Other Job Details

Minimum english level: Intermediate

Description of working conditions: Indoor/Outdoor

Will job duties be different at the beginning of the season? No

If yes, provide details of specific job duties:

Uniform and Grooming Requirements

Are students required to wear a uniform? Yes

If yes, what is the cost of the uniform? Not specified

Are uniform laundry services available? Yes

If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

Details of purchasing required clothing or footwear:

Do you have company grooming requirements? Yes

Details of company grooming requirements? Long hair must be tied back, No inappropriate clothing such as shorts

Other Company Details

Company hires couples? No

Company hires groups? No

How many are allowed in the group?

Drug test required? No

Do students complete an additional application upon arrival? Yes

Does your company issue completion certificates? Yes

If requested, will you evaluate the student's performance? Yes

Any additional company details?

If students wish to apply for a second job outside of our company then they must get our authorisation.

Second Job

Do you permit students to find a second job? Yes

Do you assist students to find a second job? Yes

Second Job

Possibility of students finding a second job: Average

Training Information

Is job training required?	Yes	Length of training:	14 days
Are students paid during training?	Yes	Hourly pay rate during training:	\$7.50
How many hours per week are students likely to receive during training period?	25		
Any other details?			

Worksite Location

Worksite location: 29 South Main Street Kennebunkport ME 04046			
Nearest major city:	Portland Maine	Worksite setting:	Resort/Ocean/Lake
Nearest major airport:	Portland or Logan	Distance to nearest major airport:	25 or 100 miles
Additional worksite setting details: Located on coastal Maine			

Standard Arrival Information

Are students required to arrive or depart on specific dates?	Yes		
Details of required arrival or departure dates: Ideally Monday - Thursday			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 AM - 8 PM
Cost:	Not Specified		
Other details: With advance notice of at least one week.			

After Hours Arrival Information

General information: Email me for best instructions.	
Name of accommodation:	Accommodation address:
Cost per night:	Not Specified
Best way to travel from airport to overnight accommodation:	

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No		
Will the company assist students with their social security application?	Yes		
Assistance detail: Take students to office			
Where is the nearest social security office?	Biddeford, ME	Distance:	20 miles
How will students be paid until their social security card arrives?	Cheque		

Housing Details

Housing address: 29 South Main Street Kennebunkport ME 04046			
Is housing provided?	Yes	If not, will you assist students in finding housing?	No
Is the student required to sign a separate housing contract? Yes			
Type of housing provided:	Other	Number of students to a room:	2-3
Housing details: Shared staff room in hotel. Housing Facilities: Laundry facilities, linens, refrigerator, microwave, air conditioning, TV, telephone, /Internet Access, Kitchen Utensils/pots and pans. Housing is walking distance from work site. No meals.			
Do you offer co-ed housing?	No		
Cost of housing - per week:	50.00	Includes utilities?	Yes
Are housing costs deducted from paycheck? Yes			
Is a housing deposit required?	Yes	Amount of housing deposit:	\$200.00
Instructions for payment of housing deposit: Due upon arrival, rent is due weekly and deducted from paycheck.			
Housing deposit due date:		Is deposit refundable?	Yes
Conditions of deposit refund: Subject to completion of contract and room left clean as found without any damage.			
How will deposit be refunded? Check			
Are students required to live in provided housing upon arrival? Yes			
During their work stay, can students find alternate housing? No			
If yes, is there a penalty? No			

Transportation to/from Worksite	
Method of transportation to worksite:	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:		Interstate Bus, Train	
Access to public transportation?		In town access	
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	Yes	Utensils:	Yes
		Private bath:	No
		Air conditioning:	Yes
		Security guard:	No
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	In town/accessible
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance
Movie theater:	Requires Transportation	Library:	Walking Distance
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No