

## Chatham Bars Inn

**Turndown Attendant**  
**Chatham, MA**



### Company Biography

Chatham Bars Inn has been an idyllic Cape Cod family vacation retreat noted for its excellent service, fine cuisine and beautiful surroundings since 1914. The Inn is nestled near the heart of Chatham on 25 beautifully landscaped acres overlooking Pleasant Bay and the Atlantic Ocean. This world-famous turn-of-the-century landmark has a remarkable ambiance. The expansive lounge, front veranda and main dining room have been returned to their original grandeur, affording panoramic ocean views and gentle sea breezes. If you're looking for boat charters on Cape Cod, you'll love the top-notch fleet operated by Chatham Bars Inn. A variety of luxury boats offer unforgettable Cape Cod experiences. Memorable and unique boating excursions offered by Chatham Bars Inn include Cape Cod sunset cruises on Pleasant Bay, big game sport fishing, sailing tours, family activities, and private charters to Nantucket and Martha's Vineyard. You'll also love our Cape Cod sailing packages, including our popular Cape Cod Sunset Cruises Package. In addition to popular Cape activities such as golf, tennis, fishing, water sports, and bird watching, our guests also enjoy summer beachfront theme dinners, spa treatments, and an array of children's programs and family activities: everything you need for a summer vacation in Cape Cod. Most important, the grand tradition of relaxing in casual, unhurried comfort continues year-round at this historic Cape Cod vacation resort.

### Work and Pay Details

Position title: Turndown Attendant	
Hourly wage: \$9.50	Tips? Yes
Description of position:	The Turndown Attendant is responsible for preparing and cleaning guest rooms which include turning down beds, tidying bathrooms, replenishing bath supplies, and other duties as assigned. Assist with any guest service needs as requested. Various other duties as assigned. The Housekeeping staff must be dependable, flexible, detail oriented, and able to work in a fast paced environment.
Specific qualifications required:	Female. Although the minimum English level required is intermediate, it's so important that you will be able to communicate with the guests.
Estimated weekly wage (incl. tips): \$0.00	Bonus: None
Conditions of bonus:	
Average hours for last year's students? 32 Hours	Maximum weekly hours allowed: 40 Hours
Minimum average number of hours? 32 Hours	Possibility of getting more than average hours: Average
Students get the most hours in: July and August	Students get the least hours in: June
How often are students paid? Every Two Weeks	
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: 297 Shore Road Chatham MA 02633	

### Other Job Details

Minimum english level: Intermediate	
Description of working conditions:	You will be walking, standing, and bending throughout your Turndown shift. You will be carrying your backpack with supplies as you walk from guestroom to guestroom. This position is an evening position, the hours are approximately 4pm to 10pm, 5 to 6 nights per week. This allows the student to pick up a 2nd daytime job at another business and possibly the ability to pick up open shifts in Housekeeping when they become available.
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? No	If yes, what is the cost of the laundry service? \$0.00
Do students need to purchase specific clothing or footwear? Yes	
Details of purchasing required clothing or footwear: No cost to student, employer paid. Footwear information is provide prior to students arrival.	
Do you have company grooming requirements? No	

## Uniform and Grooming Requirements

Details of company grooming requirements?

Clean and neat in appearance. High standards of grooming and personal hygiene should be observed at all times while at work on the property. A daily bath or shower, clean hair, deodorant, and tooth brushing are a must. Fingernails must be clean, short, and well manicure. All employees are required to wear a clean, neatly pressed authorized uniform while working. Males must be clean-shaven and wear their hair above the collar. Females with long hair must secure hair away from the face. No facial piercing or visible tatoos allowed.

## Other Company Details

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

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

Does your company issue completion certificates? No    If requested, will you evaluate the student's performance? Yes

Any additional company details?

You will most likely find permanent housing in the Chatham, MA area. If you are unable to secure housing before your arrival please consider staying in a motel or hostel. Students usually find more affordable motels in Hyannis or Orleans. These are between 10 and 30 minutes away by bus. - Hostelling International, 75 Goody Hallet Dr, Eastham, MA - 508-255-2785. \$25 per bed. 12 miles from Chatham, Ma. - Best Value Inn - Cape Cod, 206 Main St. hyannis, MA - 508-775-5225. \$69 per night. 20 miles from Chatham, MA. -Skaket Beach Motel, 203 Cranberry Hwy, Orleans, MA- 508-255-1020. Rooms start at \$86 and up. Apartments which can sleep 6 start at \$140 and up. 9 miles from Chatham.-The Cove Motel, 13 Route 28, Orleans, Ma 02653. \$84 per night (3 night minimum). Get Directions (800) 343-2233. 9 miles from Chatham.-Nauset Beach- Side Motel- 223 Beach Rd., Orleans, MA- 508-255-3348. \$89 per night and up. 0 miles from Chatham, MA, Hotel information: <http://www.hiayh.org> or <http://www.hostels.com>

## Second Job

Do you permit students to find a second job? Yes    Do you assist students to find a second job? No

Possibility of students finding a second job: Average

## Training Information

Is job training required? Yes    Length of training: 2 weeks (classroom style and in-room training)

Are students paid during training? Yes    Hourly pay rate during training: \$9.50

How many hours per week are students likely to receive during training period? 32

Any other details?

Uniforms will be provided by the company and they will be laundered. The employee is responsible for purchasing the pre-approved footwear (approximately \$50 US Dollars) and a belt (approximately \$15 US Dollars)

## Worksite Location

Worksite location: 297 Shore Road Chatham MA 02633

Nearest major city: Boston    Worksite setting: Resort/Ocean/Lake

Nearest major airport: Logan International    Distance to nearest major airport: 90 miles

Additional worksite setting details: There are 4 U.S. Post offices in Chatham, several banks, 5 are within walking distance to the hotel. There is a store in Chatham approximately 2 miles from the hotel that students can buy many things for their rentals at very inexpensive costs.

## Standard Arrival Information

Are students required to arrive or depart on specific dates? Yes

Details of required arrival or departure dates:

The Turndown Attendants are asked to arrive a minimum of 5 days prior to the work start date. This enables you to settle in your new home, register with Sevis, and apply for your Social Security Card. You will not be able to start work until you have given your employer a copy of your receipt, showing that you have applied for the Social Security Card.

Mode of transportation: Public Transportation    Students must arrive between these hours:

Cost: Not Specified

Other details:

Busses run from Logan to Hyannis until 11pm. The ticket is \$22. From Hyannis, local public transportation to Chatham is available.

## After Hours Arrival Information

General Information: Not specified

Name of accommodation:    Accommodation address:

## After Hours Arrival Information

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: We will provide directions to students.

Where is the nearest social security office? Hyannis, MA Distance: 20 miles

How will students be paid until their social security card arrives? They will be paid as long as proof of their application is supplied.

## Housing Details

Housing address:

Is housing provided? No If not, will you assist students in finding housing? Yes

Is the student required to sign a separate housing contract? No

Type of housing provided: Number of students to a room:

Housing details: Although Chatham Bars Inn does not have housing opportunities on property, we aid the students/employees in finding housing by offering a number of referrals and leads on houses, apartments, and cottages that are for rent to seasonal workers. The rent generally ranges from \$90/week per person to \$150/week per person. Most if not all rentals are furnished. Many are located within 5 miles of the hotel.

Do you offer co-ed housing? No

Cost of housing - per week: Includes utilities? No

Are housing costs deducted from paycheck? No

Is a housing deposit required? No Amount of housing deposit: \$0.00

Instructions for payment of housing deposit:

Housing deposit due date: Is deposit refundable? No

Conditions of deposit refund:

How will deposit be refunded?

Are students required to live in provided housing upon arrival? No

During their work stay, can students find alternate housing? Yes

If yes, is there a penalty? No

## Transportation to/from Worksite

Method of transportation to worksite:

Distance to worksite: 10-30 minutes by bus. Is worksite within walking distance of housing? No

Cost of public transportation to worksite: Not specified

Details of public transportation to worksite: There is a bus line that runs from one end of Cape Cod to the other and many of our staff use it. We find that our staff buy bikes when they arrive and use that as transportation.

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

Access to public transportation? Not specified

### On Site Housing Amenities

Laundry: No Linens: No Private bath: No

Refrigerator: No Microwave: No Air conditioning: No

TV: No Telephone: No Security guard: No

Computer/Internet Access: No Utensils: No Gym: No

### Nearby Amenities

Supermarket: Walking Distance Restaurants: Walking Distance

Shopping mall: Requires Transportation Fitness center: Walking Distance

## Housing Amenities

Post office:	Walking Distance	Laundry:	In town/accessible
Bank:	In town/accessible	Internet cafe:	In town/accessible
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		