

Temporary Front Desk Assistant

at Sunday River Resort in Newry, Maine, United States

Job Description

Sunday River Skiway Corporation in Newry, ME, seeks 5 Front Desk Assistants for temporary, full-time employment from 11/1/2022 to 4/15/2023. Responsibilities include;

- accommodate hotel and resort patrons by registering and assigning rooms to guests
- issuing room key cards
- keeping records of occupied rooms and guests' accounts
- making and confirming reservations
- providing hotel amenity, resort and area information
- presenting statements to and collecting payments from departing guests.
- Other job duties under SOC-Code 43-4801 may be performed

Hours and Work Week

35 hours/week, 0-10 OT hours/week, OT varies (OT must be pre-approved); 5-hour shifts; 5-6 days/week (Sun Sat, schedule varies and includes evenings and weekends; business is open 7 days/week); Shifts are between 6:00 am to 11:00 pm.

Must be able to work a minimum of one shift per day, up to five days each week which will consist of an average of seven (7) to eight (8) hours per day which may include overtime. Anticipate two (2) days off each week, which is not guaranteed based on business operational needs.

Qualifications

3 months prior experience at hotel, resort, ski facility or private club.

Basic language skills in English.

No formal education required. On-the-job training will be provided.

Must be physically able to spend the majority of the workday on feet, in most cases the entire shift. Must be able to push, pull, and lift up to 50 lbs. Must be physically able to climb stairs numerous times throughout the shift. Must present a professional manner and have the ability to maintain their composure during pressure situations resulting from business levels and time constraints.

Wages

Workers will be paid no less than \$13.78 per hour. Employer may pay higher wage rates to workers based on seniority with employer and level of skill. Overtime hours may vary and will be paid no less than \$20.67 per hour.

The H-2B Temporary Front Desk Assistant will perform duties at hotel locations wholly owned by Sunday River Skiway Corporation:

1. Grand Summit, 97 Summit Drive, Newry, ME 04261
1. Jordan, 27 Grand Avenue, Newry, ME 04261
1. Snow Cap Inn, 9 Snow Cap Road, Newry, ME 04261

Employer assurances pursuant to 20 CFR 655.20

Single work week used in computing wages due and wages are paid weekly.

Work tools, supplies & equipment provided without cost to employee.

Workers have the option of employer-provided housing for \$135 per week, and if elected, employer will deduct costs from worker's paycheck. Workers also have the option of securing their own lodging. Daily transportation from housing/lodging to primary work location will be provided for workers use utilize employer-provided housing.

Employer will make all deductions from the worker's paycheck required by law and any non-legally required payroll deductions permitted under the law and requested by Employee.

Employer will arrange & pay directly for transportation & subsistence from place of recruitment to place of work. Employer will issue reimbursement within the first workweek when required to meet FLSA minimum wage obligations. Upon completion of the work contract or where the worker is dismissed earlier, if the worker has no immediately subsequent H-2B employment, the employer will provide or pay for worker's reasonable costs of return transportation & subsistence back home or to the place the worker originally departed to work. **The amount of transportation payment or reimbursement will be equal to the most economical & reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of at least \$14.00 per day during travel to a maximum of \$59.00 per day with receipts.**

Employer will advance or will reimburse worker in the first work week for all visa, visa processing, border crossing & related fees, incl. those mandated by the government (excluding passport fees).

The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

This position is being posted in connection with a future application for H-2B workers.

Application Process: Contact the nearest office of Maine CareerCenter, Wilton CareerCenter, 865 US Route 2E Wilton, Maine 04294, (207) 645-5800, wilton.careercenter@maine.gov and reference: Job ID: 792882 "H-2B Sunday River Skiway Corporation." or Sunday River Skiway Corporation at jessica.haight@sundayriver.com or (207) 824-5166.

 **Copy Link**

Job Posting: 792882

Posted On: Jul 29, 2022

Updated On: Aug 18, 2022

TEMPORARY FRONT DESK ASSISTANT

Employer: Sunday River Skiway Corporation dba Sunday River Resort

Start Date: 11/1/2022 (or other date approved by Department of Labor)

End Date: 4/15/2023

Location: Newry, ME

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