

FAX IT!
Send your Job Posting to your local
Workforce Career Center



Workforce Office serving your area:
 Office E-Mail:

Date: _____
 Office Fax No.: _____

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)		
Company Name: Biltmore Farms, LLC		Federal I.D.
Job Title: Housekeeping Area Attendant		
Is this a new job posting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Has a similar/identical job order previously been submitted for this occupation? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
* If yes, may a staff member contact you regarding an expedited means of posting similar positions? Please indicate your contact information below and fax this form back to the Workforce Office. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(The remaining form need then only indicate CHANGES from the previous order.)</i>		
Main/Corporate Contact Information		
Contact Person: Joshua Kersey		Title: Talent Development Manager
Mailing Address: One Town Square, Ste 330		
City: Asheville		State: NC Zip: 28803
Phone: 828-209-2000		Alternate Phone:
Fax:		Email: jkersey@biltmorefarms.com
Job Location Information (if different from above)		
Job Location Contact Person: Same as above		Title:
Physical Address:		
City:		State: Zip:
Phone:		Alternate Phone:
Fax:		Email:
Display online to job seekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <i>Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.</i>	Display your company name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Have our staff screen your applicants? <input type="checkbox"/> Yes - <i>If yes, require the applicant to meet the staff member that is screening?</i> <input type="checkbox"/> Yes; <input type="checkbox"/> No <input checked="" type="checkbox"/> No
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input checked="" type="checkbox"/> N/A		
Occupational Licenses/Certifications Specify: <input type="checkbox"/> Required <input type="checkbox"/> Preferred		
Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.		
How would you like DWS to contact you?		
<input checked="" type="checkbox"/> Internal Message (through NCWorks Online) <input type="checkbox"/> Email <input type="checkbox"/> Text Message (If Available) <input type="checkbox"/> Text Message Notification (If Available) <input type="checkbox"/> Mass Mail <input type="checkbox"/> Fax		
Company Information:		
Industry Title: Hotels (except Casino Hotels) and Motels		No. of Employees:
Type of Employer: <input checked="" type="checkbox"/> Private Sector <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Federal Government <input type="checkbox"/> International/Foreign Gov. <input type="checkbox"/> Non-Profit <input type="checkbox"/> Education (Higher) <input type="checkbox"/> Education (K-12)		
Job Details		
Number of Positions: 24	Keep Job Order Open Until: 2/12/23 <i>(Cannot exceed 60 days without notifying Workforce Office)</i>	Number of Referrals Desired: 9999
Type of Job:		
<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Contract [Length: month(s)/year(s)] <input checked="" type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time (<30 hours) <input type="checkbox"/> Full and Part-Time Positions <input type="checkbox"/> As Needed (PRN)		

<p style="text-align: center;">Job Summary</p> <p>Please provide a detailed job description of the position (including any specialized skills required).</p> <p style="text-align: center;">(PLEASE PRINT)</p>	<p>Biltmore Farms, LLC, One Town Square Blvd, STE 330, Asheville, NC 28803, (828) 209-2000.</p> <p>24 temporary, full-time Housekeeping Area Attendants from 03/6/2023 to 01/05/2024 in Asheville, NC.</p> <p>Work will be performed at the following hotel properties:</p> <ul style="list-style-type: none"> • 115 Hendersonville RD, Asheville, NC 28803 • 701 Biltmore Ave, Asheville, NC 28803 • 117 Hendersonville RD, Asheville, NC 28803 • 43 Town Square Blvd., Asheville, NC 28803 <p>Job Duties: Perform any combination of cleaning duties to maintain multiple hotel locations, in a clean and orderly manner. Duties include making beds; replenishing linens and other room items; responsible for the cleanliness of rooms, halls, kitchens, restrooms, lobbies, and public areas; vacuuming; and other cleaning duties to ensure health standards. Sort linens for washer and washes, folds and cares for all linens and operates washers and dryers properly.</p> <p>No minimum education or experience required. Workers are subject to post-employment criminal background checks, paid by employer and applied equally to all workers, U.S. and foreign/H-2B. Applicant must complete an employment application. Must be able to lift/carry 35 lbs. Must be able to work weekends and holidays.</p> <p>Employer will offer 40 hours per week. Open 7 days a week. Rotating shifts: 8am-4:30pm, 4pm-12am, 11am-7pm, (includes 30-minute unpaid break). Hours and shifts may vary with occupancy. Must be able to work at least a 5-day work week schedule including weekends and holidays as required.</p> <p>Basic wage rate of pay \$15.50 per hour. Employer may increase wage based on experience and/or provide additional pay for performance and tenure. Overtime may be available at wage rate \$23.25 per hour. An overtime premium will be paid when required by Federal, State, or local law, including at time-and-a-half after 40 hours per workweek.</p> <p>A single workweek will be used to compute wages due. Pay received bi-weekly.</p> <p>Employer will provide on-the-job training.</p> <p>Optional employee-only shared housing, including utilities, approx. \$125 per week, payroll deducted if employee elects. Bi-weekly housing inspections required, if damages are found employee will be deducted in small portions of paycheck.</p> <p>Employer will make all deductions from the worker's paycheck required by law.</p>
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Optional transportation provided between employers housing and multiple worksites via public transportation bus pass. One bus pass will be provided upon beginning employment at no cost to employee.

Employer will provide worker at no charge all tools, supplies, and equipment required to perform job. Uniform provided at no cost to employee.

If worker completes half the employment period, employer will arrange and pay directly for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the employment period or where the worker is dismissed early, the employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of at least \$14 per day during travel to a maximum of \$59 per day with receipts. All transportation costs are to be preapproved. If necessary, employer will reimburse worker within first pay period for approved cost of meals and lodging at the applicable exchange rate, not to exceed reasonable costs. Receipts must be submitted.

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.

H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees).

Inquire about the job opportunity to NCWorks, 48 Grove Street, Asheville, NC 28801, (828) 251-6200, www.ncworks.gov EOE/M/F/D/V

Hiring Requirements

Check hiring requirements for this job, if any: Drug Test Background Check Credit Check
 Reference Check Motor Vehicle Record Check Other - specify:

Testing Requirement: Employer will perform Other Source will perform testing

Provide a brief description of the testing being performed and the collection method(s): Workers are subject to post-employment criminal background checks, paid by employer and applied equally to all workers, U.S. and foreign/H-2B.

Education, Licenses, and Certifications

Minimum age of applicants to this position, if any? N/A

This minimum age is due to the following:

Alcohol Hazardous work/materials involved Hours of Work

<input type="checkbox"/> Insurance	<input type="checkbox"/> Other (Specified in Job Summary)	<input type="checkbox"/> Special Program/Category	<input type="checkbox"/> Bonding
Minimum education required, if any: N/A			
Minimum months of prior experience required, if any? None Required			
Is job accessible by public transportation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Driver's License Required: <input type="checkbox"/> Yes (operator) <input type="checkbox"/> Yes (CDL) <input checked="" type="checkbox"/> No			
Driver's License Type Required: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input checked="" type="checkbox"/> N/A			
Endorsements: <input type="checkbox"/> Class H <input type="checkbox"/> Class N <input type="checkbox"/> Class P <input type="checkbox"/> Class S <input type="checkbox"/> Class T <input checked="" type="checkbox"/> No Endorsements Required			
Compensation and Hours			
Hiring range (required)? Minimum Pay: 15.50 Maximum Pay: Display to Jobseekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Basis of salary/pay: <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Quarter <input type="checkbox"/> Other - specify:			
Pay comments: <input checked="" type="checkbox"/> Depends upon Experience <input type="checkbox"/> Commission only <input type="checkbox"/> Salary + Commission			
<input type="checkbox"/> Piece rate <input type="checkbox"/> Salary + Tips <input type="checkbox"/> Salary + Bonus <input type="checkbox"/> Per Diem only <input type="checkbox"/> Will discuss with applicant			
Hours per week? <input type="checkbox"/> Not specified <input checked="" type="checkbox"/> Vary <input type="checkbox"/> Are Specific (# per week =)			
Shift: <input type="checkbox"/> Day <input type="checkbox"/> Evening/Swing <input type="checkbox"/> Night/Graveyard <input checked="" type="checkbox"/> Rotating <input type="checkbox"/> Split <input type="checkbox"/> Other (Specified in Job Summary)			
Benefits Offered			
Please list benefits that you plan to offer to the incumbent, if any: Optional employee-only shared housing, including utilities, approx. \$125 per week, payroll deducted if employee elects. Bi-weekly housing inspections required, if damages are found employee will be deducted in small portions of paycheck.			
Job Application Methods Accepted			
Check the methods that individuals may use to apply for this job:			
<input checked="" type="checkbox"/> Provide a NCWORKS Online Resume (recommended) <input type="checkbox"/> Provide a NCWORKS Online Application <input type="checkbox"/> At nearest Workforce Office			
<input type="checkbox"/> Directly to employer via: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume			
<input type="checkbox"/> Via Company Website <input type="checkbox"/> http://			

Additional Information
Is this a Green Job? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you a Federal Contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does a court ordered affirmative action plan require posting this job order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this job order require security clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified
Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? In order for an employer to use NCWorks Online, no fee may be charged to a job applicant. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No