South Carolina Job Order Print Document

Job Order: **1303852** Print Date: **11/23/2022 11:34:19 AM**

Office: **Charleston Center** LWDB: **Trident**

Employer Information:

Employer Name: **KIAWAH ISLAND GOLF RESORT**

How to Apply: **Provide a SCWOS Resumé Online or uploaded Resumé (recommended)**

Company Website: **https://www.kiawahcareers.com**

Application Comments: **Inquire about the job opportunity or send an application and/or resume, indicating availability SC Works Charleston Comprehensive Center, 1930 Hanahan Road, STE 200 North Charleston, SC 29406 (843) 574-1800 www.scworks.org EOE/M/F/D/V**

Location:

Main Address:	Mailing Address:
KIAWAH ISLAND GOLF RESORT 1 SANCTUARY BEACH DR KIAWAH ISLAND, SC 29455	**1 SANCTUARY BEACH DR KIAWAH ISLAND, SC 29455-5434**

Contact:

Contact: **Sarah Morgan** Title: **Director of Human Resources**

Phone: **(843) 768-2803 x** Email: **sarah_morgan@kiawahresort.com**

Fax:

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Job Details:

Occupational Code: **37201200 Maids and Housekeeping Cleaners**

Job Title: **Houseperson**

Industry Code: **72111 - Hotels and motels, except casino hotels**

Number of Positions: **105** Referrals: **9999**

Earliest Date to Display: **11/24/2022** Last Date Job Order Will Display: **01/17/2023**

Job Order Followup: **12/24/2022**

Job Type: **Temporary** Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days** Special Job Category:

Job Duties and Skills:

Description: **Kiawah Island Golf Resort, 1 Sanctuary Beach Drive, Kiawah Island, SC 29455, 843-768-2700.**

105 temporary, full-time Houseperson staff from 2/7/23 to 12/6/23 in Kiawah Island, SC. No minimum education or experience required. On the job training provided.

Job Duties: Maintain resort/hotel/villa/homes in clean and orderly manner. Clean guest room accommodations, kitchens, and living rooms; clean conference facilities, halls, and all public area spaces; remove, sort, fold, carry, and replace linens; load/unload washers and dryers; make beds, replenish supplies; set-up guest room furniture, meeting room furniture, pictures, and amenities according to resort/hotel standards; mop and/or vacuum, extract/shampoo carpets, dust, clean bathrooms, clean and polish mirrors and windows; dispose of refuse.

Minimum 35 hours per week up to 40 hours per week. Open 7 days a week. Multiple 8 hour shifts throughout each 24-hour period. Shifts: 7:00am-3:00pm, 8:00am-4:00pm, 9:00am-5:00pm, 10:00am-6:00pm, 11:00am-7:00pm, 12:00pm-8:00pm, 1:00pm-9:00pm, 2:00pm-10:00pm, 3:00pm-11:00pm, 4:00pm-12:00am, 5:00pm-1:00am, 6:00pm-2:00am, 7:00pm-3:00am, 8:00pm-4:00am, 9:00pm-5:00am, 10:00pm-6:00am, 11:00pm-7:00am. Hours and shifts may vary with occupancy.

Hourly Houseperson: Basic wage rate: $16.00/hr. to $22.00/hr.

Piece Rate Houseperson: Payable by piece rate with a guaranteed base rate of $12.30/hr. Allowedpiece rateapplied per FLSA guidelines to meet hourly guaranteed base rate. Homes are individually priced out based on size and square footage. 1 Bedroom Units: Daily Service $8.00 Departure clean $15.00. 2 Bedroom Units: Daily Service $11.00 Departure clean $20.00. 3 Bedroom Units: Daily service $14.00 Departure clean $25.00. 4 Bedroom Units: Daily service $18.00, Departure clean $30.00. Construction Cleans and Deep Cleans: 1 bedroom $90; 2 bedroom $130; 3 bedroom $170; 4 bedroom $210.

Hourly and Piece Rate Houseperson Overtime and Regular Rate: ***Workers may work as both an Hourly and Piece Rate Houseperson during the same work week.*** **Workers are required to clock-in and clock-out at the beginning and end of each shift and all productive and non-productive time will be counted towards determining eligibleovertime wages when owed as well as ensuring that the worker is paid at or above the hourly guaranteed base rate of $16.00/hr. to $22.00/hr. An overtime premium will be paid when required by Federal, State, or local law, including attime-and-a halfafter 40 hours per workweek. Generally, when overtime is available it will be paid at 1.5 times the regular rate. The regular rate will be computedby adding together total earnings for the workweek from piece rates and all other sources, then dividing that number by the total hours worked in the workweek. If in a given work week the regular rate falls below the hourly guaranteed base rate, the regular rate will be the hourly guaranteed base rate and the employer will compensate for the difference between the regular rate and the hourly guaranteed base rate.Employer may increase wage based on experience, changes in market conditions, and/or provide additional pay for performance and tenure.A single workweek will be used to compute wages due. Pay received bi-weekly.**

Employer will make all deductions from the worker's paycheck required by law. Optional dormitory style shared housing for employees only, approximate cost $100-200 per

week, and includes utilities. $300 deposit payroll deducted if worker elects. $200 of housing deposit is refundable if you complete the full contract and the housing is clean. Housing cost varies with unit size, amenities and number of occupants. Optional daily transportation between employer housing and worksite, approximate cost $25 per week payroll deducted if worker elects. Optional meal tickets available for approximately $3-$6, payroll deducted if worker elects. Cost of additional shoes payroll deducted if worker elects. Optional Medical Insurance available and payroll deducted if the worker elects, cost is $40-$109 biweekly.

Employer will provide worker at no charge all tools, supplies, and equipment required to perform job. Required uniform provided at no charge.

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.

The employer will reimburse H2B workers in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees).

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 workers 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 workers 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 $14.00 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.

Must be able to work at least a 5-day schedule, including weekends and holidays as required. Upholds the core values and policies & procedures of the resort. Post-Employment Criminal Background check is required, cost paid by employer and applied equally to all workers, U.S. and foreign/H-2B. Applicants must complete an employment application.

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Special Software/Hardware Skills Needed: **No**

Special Skills: **Must be able to work at least a 5-day schedule, including weekends and holidays as required. Upholds the core values and policies & procedures of the resort. Post-Employment Criminal Background check is required, cost paid by employer and applied equally to all workers, U.S. and foreign/H-2B. Applicants must complete an employment application.**

Job Requirements:

Minimum Age:

Test Done By: **Employer will perform testing**

Required Tests: **Post-Employment Criminal Background check is required, cost paid by employer and applied equally to all workers, U.S. and foreign/H-2B**

Hiring Requirements: **Background Checks**

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **0**

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **16.00 Hour**

Maximum Salary: **22.00 Hour**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Rotating Shift**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- [x] Contact Information
- [x] Employment History
- [ ] Allow individuals that have never had a job to apply (eg. College graduates)
- [x] Education History
- [ ] Certifications
- [ ] Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**
Future Release From Hold: