

Florida Job Order Print Document

Job Order: 12232255

Print Date: 7/24/2023 6:42:24 AM

Office: CareerSource S Florida - 4845- Key Largo/Key West

LWDB: CareerSource South Florida

Employer Information:

Employer Name: HOTEL PROVIDERS INC. (Suppressed)

How to Apply: Via Email, At the Nearest One-Stop, Via Company Website (Address provided below)

Company Website: <https://www.op-careers.com>

Application Comments: To apply:

- Send resume to hr@opalkeywest.com or
- Complete application at <https://www.op-careers.com>. Or
- Contact directly to closest SWA, CareerSource S Florida - 4845- Key Largo/Key West, 1111 12 Street, Suites 307 & 308, KEY WEST, FL 33040. Phone: 305-292-6762 Ext: Andrew.zimmerman@careersourcesfl.com and/or tammie.murray@careersourcesfl.com

Location:

Main Address:

**HOTEL PROVIDERS INC.
245 Front St
Key West, FL 33040**

Mailing Address:

**245 FRONT ST
KEY WEST, FL 33040-8313**

Contact:

Contact: Janine Fulton

Title: Director of HR

Phone: (305) 292-4344 x

Email: hr@opalkeywest.com

Fax: (305) 292-4348

Job Details:

Occupational Code: 43408100 Hotel, Motel, and Resort Desk Clerks

Job Title: Front Desk Clerk

Industry Code: 721110 - Hotels (except Casino Hotels) and Motels

Number of Positions: 5

Referrals: 99

Earliest Date to Display:
07/26/2023

Last Date Job Order Will Display: **10/05/2023**

Job Order Followup: **08/25/2023**

Job Type: **Temporary**

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

Duration: **Over 150 Days**

Special Job Category: **Foreign Labor Certification**

Job Duties and Skills:

Description: Hotel Providers Inc. dba Opal Key Resort and Marina has the following temp/seasonal positions available from 10/24/2023-07/24/2024 in several locations in Key West, FL.

Worksite addresses:

245 Front St, Key West, FL 33040

3444 N Roosevelt Blvd, Key West, FL 33040

Front Desk Clerk:

- 5 openings, Min 35hrs/wk. shifts 10a-5p & 4p-11p.
- Starting Wage is \$20.00/hr. OT if available over 40hrs/wk at \$30.00/hr.
- Making & confirming daily reservations, check guests in & out, issuing room keys or cards, answer incoming & in[1]house calls, transmitting & receiving messages, resending statements to & collecting payments from departing customers.
- Pay bi-weekly.
- Monday through Sunday, Scheduled shift and workdays vary. Rotate/split shifts.
- Weekends & holidays are required.
- Min. 1 month hotel/resort experience is required.
- No daily transportation to/from work is provided.
- No on the job training is provided.
- No education is required.
- Supplies, work tools & equipment are provided free.
- Deductions required by law will be payroll deducted.
- Employee housing is not provided.
- Visa & related fees will be reimbursed in the first work week.
- Guaranteed work for total hrs equal to at least $\frac{3}{4}$ of the workdays in each 12-week period.
- If the worker completes 50% of the work contract period, employer will arrange and pay or reimburse directly for transportation and daily subsistence (min \$15.46/day and max \$59/day with receipts),
- if the worker completes the employment period or is dismissed early employer will arrange and pay directly for return transportation and daily subsistence (min \$15.46/day and max \$59/day with receipts), upon departure.
- Employer will use a single workweek as its standard for computing wages due.

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- Refer job#

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

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **1**

Requires a Drivers License: **No** Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **20.00 Hour**

Maximum Salary: **20.00 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **35**

Shift: **Other, see job description**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is not displayed, One-stop staff screens applicants, Staff contacts individual about qualifications**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- 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: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

