



MDCS JOB ORDER FORM

Instructions: Fill out the form below completely and email to: h2bprograms@mass.gov.

Job Order filling Date: 12/13/2023 CNPC case #: H-

I. Employer Information

Business Name: Holiday Inn Club Vacations - Oak N Spruce FEIN # [redacted]
D.B.A., if applicable: Phone:
Contact Person: Blanca Barragan E-Mail: Bbarragan@holidayinnclub.com
Business Address: 9271 S. John Young Parkway
City: Orlando State: FL ZIP Code: 32819

II. Agent Information

Business Name: MAS Labor H2B, LLC Phone: (434) 263-4300
Contact Person: Kirsten Corea Email: corea1131@maslabor.com

III. Job Information

Job Title: Guest Engagement Associate O*NET Code: 39-3091 NAICS Code: 72111
Start Date: 3/10/24 End Date: 10/31/24 [x] Full Time [] Part Time
of Openings: 3 Workdays (Specify): [x] S [x] M [] T [x] W [] Th [x] F [x] S
Number of Hours Per Week: 40 Per Day: 8 From: 7:00 am (am/pm) To: 3:30 pm (am/pm)
Education: [x] None [] High School [] College [] Advanced
Experience: [x] None Months Years On the job training? [x] Yes [] No

IV. Wage Information

Wage Rate: \$ 15.81 Overtime: [x] Yes [] No Overtime Rate: \$ \$23.72
Frequency of Pay: [x] Weekly [] Bi-weekly [] Monthly [] Other (specify):
Employer uses a single work week as the standard for computing wages due: [x] Yes [] No

V. Job Description - Describe, in detail, the job duties to be performed by any worker hired for the job opportunity, including any equipment to be used as well as any other pertinent work tasks to be performed.

Guest Engagement Associate. 3 temporary/full-time positions with Holiday Inn Club Vacations - Oak N Spruce from 3/10/2024 - 10/31/2024.
Arrange, organize, and execute activities, entertainment, and events throughout resort. Provides activity updates to all resort employees, guests, owners, and/or 3rd party vendors. Assist with communication to all resort channels. Ensure excellent customer service as it relates to activities.
Must pass a pre-employment criminal background check, paid by employer and applied equally to all workers, U.S. and foreign/H-2B. Must be able to work weekends and holidays, when required. Must be able to work outdoors in a non-climate-controlled environment. Multiple shifts offered based on business needs. Applicants must complete an employment application.
On-the-job training will be provided to the worker.
Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer reimburses inbound travel costs at the 50% point in the contract (unless paid in advance). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment, a daily meal subsistence (based on rates required by law, currently \$15.46 per day minimum or \$59.00 per day maximum for workers with acceptable receipts), and reasonable lodging costs, if applicable. Travel reimbursements based on least-cost common carrier rate. Employer provides or pays outbound travel costs upon completion of the contract period or early dismissal, except where the worker has subsequent

VI. Deductions - The job order must specify all deductions not required by law which the employer will make from the worker's pay. *Deductions not disclosed are prohibited.*

Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: Employer deducts reasonable fair market value cost of rent/utilities based on number of occupants for workers electing to reside in employer-provided housing (cost TBD).

VII. Employer Recruitment Information

Applicants may apply directly to the employer by phone: (413) 243-3500 or via e-mail: Bbarragan@holidayinnclub.com. Applicants may also apply through the local MassHire Career Center (MCC), whose contact information is listed below.

Employer/Agent - Please use the on-line [MassHire Career Centers](#) locator to identify the nearest office to the area of intended employment and complete the information below:

MassHire Berkshire Career Center	160 North Street, Pittsfield, MA 01201	(413) 499-2220
MassHire Career Center Name	Address	Telephone

MassHire Department of Career Services Contact Information

State Workforce Agency:	MassHire Department of Career Services	Contact Person:	FLC Unit Supervisor
SWA Address:	100 Cambridge St, 5 th Fl.	Telephone:	617-626-5587
City/State / Zip Code:	Boston, MA 02114	E-mail:	h2bprograms@mass.gov

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Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the worker's first workday and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order.

Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above.

Employer provides without charge all tools, supplies and equipment (incl. uniforms, if applicable) necessary to perform duties assigned. If requested, employer helps non-local workers secure optional worker-paid lodging.

JOB LOCATION:

100 Meadow Street, South Lee, MA 01260, in Lee City