



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: Front Desk Specialist O*NET Code: 43-4081 NAICS Code: 72111
Start Date: 3/10/24 End Date: 10/31/24 [X] Full Time [] Part Time
of Openings: 2 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: \$ 16.85/hr Overtime: [X] Yes [] No Overtime Rate: \$ 25.28/hr
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.

Front Desk Specialist. 2 temporary/full-time positions with Holiday Inn Club Vacations - Oak N Spruce from 3/10/2024 - 10/31/2024. Check-in/check-out of guests, make and change room reservations, answer telephone, take messages, provide wake-up calls, issue room keys, post charges to room folios, make change for guests and provide information to guests. Follow required safe cleaning and sanitizing procedures. 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. 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 employment. 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

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

V. Job Description (Cont'd)

Front Desk Specialist. 2 temporary/full-time positions with Holiday Inn Club Vacations - Oak N Spruce from 3/10/2024 - 10/31/2024. Check-in/check-out of guests, make and change room reservations, answer telephone, take messages, provide wake-up calls, issue room keys, post charges to room folios, make change for guests and provide information to guests. Follow required safe cleaning and sanitizing procedures. 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. 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 employment. 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:

190 Meadow Street, South Lee, MA 01260 in LEEcity. No daily transportation to/from workers' home and primary worksite. Such transportation complies with all applicable Federal, State, and local laws/regulations.

WAGE INFORMATION:

Wage rate is no less than \$16.85 per Hour. Overtime hours vary at: \$25.28 per Hour. Raises and/or bonuses may be offered at employer's discretion, based on individual factors such as performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. The standard work schedule is from 7:00 AM until 3:30 PM, Monday through Friday. Employer will offer 40 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours.