

The Petitioner is currently unable to create Job Orders in their NHWorks account due to an account activation issue. Therefore, the Petitioner is including a text version of the job order that satisfies all of the requirements of 20 CFR § 655.18. The Petitioner will create a job order on the state's SWA website as soon as the Petitioner is granted access to the Job Order section of the website.

Housekeeper H-2B Job Description

Housekeeper at Colwen Management, Inc.

Start Date: April 1, 2024

End Date: November 30, 2024

Colwen Management, Inc., located in Portsmouth, New Hampshire, seeks twenty-two (22) full-time, temporary Housekeepers who will be responsible for cleaning and disinfecting guest rooms (normally 15 rooms per day), making beds, stocking amenities, dusting room, and vacuuming, cleaning, stocking, and maintaining assigned guest rooms according to Colwen and brand standards, completing cleaning of assigned rooms within time allowed by executive housekeeper, and maintaining a positive, friendly attitude, assisting guests and co-workers as necessary.

Will report directly to Executive Housekeeper at Colwen Management, Inc..

No experience required.

Applicant must complete pre-employment background check.

All worksites located in Rockingham County, New Hampshire and Cumberland County, Maine. Workers are assigned to one location. On rare occasions workers may need to go to another property within normal commuting distance of the primary job location. Transportation will be provided.

Daily transportation to and from worksites is provided in the form of an associate shuttle when public transportation is unavailable.

On-the-job training is provided.

Wage: \$16.43 - \$19.00 per hour, paid bi-weekly. Overtime is available at \$24.65 - \$28.50 per hour.

Schedule: 40 hours per week. Work schedule can vary and can include evening, weekend, and holiday hours. Work may be performed on any day of the week from Monday through Sunday. Example shifts: 9:00am - 5:00pm, 8:00am - 4:00pm, or 3:00pm - 11:00pm. Shift hours may vary.

A single workweek will be used to compute wages due.

Optional housing is offered for workers who are relocating to begin employment. If accepted, cost of housing including utilities is \$175.00 per week. If used, total cost of housing will be deducted from paycheck.

All deductions from paycheck required by law will be made.

If the worker completes 50% of the work contract period, employer will pay directly for and/or reimburse workers for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, 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. The employer will pay directly for and/or reimburse workers for all reasonable inbound transportation and subsistence costs within the first workweek. The employer will pay directly for and/or reimburse workers for all reasonable outbound transportation and subsistence costs during the last workweek. 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 \$15.46 per day during travel to a maximum of \$59.00 per day with receipts.

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 provide workers at no charge all tools, supplies, and equipment required to perform the job.

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 government (excluding passport fees).

Inquire or send applications, indications of availability, and/or resumes to New Hampshire State Workforce Agency, NH WORKS - Portsmouth, 2000 Lafayette Road, Portsmouth, NH 03801, 603-436-3702.

Mail resume to Chris Moulton, Colwen Management, Inc., 230 Commerce Way, Suite 200, Portsmouth, NH 03801, or email to applicants@colwenhotels.com, or call (603) 897-6100.