

Guest Service Associate

Job Posting:
1124847

Posted On: Sep 17,
2024

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Job Description

Guest Service Associates – Bethel and Ogunquit, ME

Giri Hotel Management LLC. Corporate office located in Quincy, MA.

Four (4) temporary, full-time guest service associate positions available. Dates of need 12/01/2024 – 3/31/2025. Positions available in the following locations: 21 Broad Street, Bethel ME 04217, 336 Main Street, Ogunquit, ME 03907 and 449 Main Street, Ogunquit, ME 03907.

Duties: Perform any combination of hotel front desk tasks, including accommodating hotel guests by registering and assigning rooms, issuing room keys, making and confirming reservations, collecting payments from departing guests, checking guests out, and assisting with breakfast set up.

Requirements: No minimum education or experience required. **Schedule:** Monday through Sunday (schedule varies). **Shifts:** 7am-3pm, or 3pm-11pm, or 11pm-7am (shift hours may vary). Five rotating days. Employer will offer at least forty (40) hours per week. **Pay:** \$18.52/hr, OT varies at \$27.78/hr. Optional employee housing available at a rate of \$150 per week to be deducted from paycheck. On the job training provided. Workers paid bi-weekly. Single workweek used to compute wages due. Employer will make all deductions from the worker's paycheck required by law and optional housing, if applicable.

Inbound/Outbound transportation & subsistence: If the worker completes 50% of the work contract period, the employer will reimburse the worker 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, the 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 or where the employer has appropriately reported a worker's 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 provided at a rate of at least \$15.88 per day during travel to a maximum of \$59.00 per day with receipts. **Daily transportation:** Workers are responsible for their own daily transportation to and from the worksite.

Visa & related expenses: Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees) by check separate from payroll. **Tools:** Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. **¾ Guarantee:** Employer guarantees to offer work for hours equal to at least ¾ of the workdays in each 12-week period of total employment period.

How to apply: Please email applications and/or resumes to jobs@girihotels.com or directly to the nearest State Workforce Agency located at 9 Bodwell Court, Springvale, Maine 04083. Ph: (207) 623-7981 or the job service office nearest you.

Credentials Needed

None.

Job Overview

Job Type

Full Time

Permanent/Temporary

Temporary

Internship

No

Shift(s)

Day Shift, Evening Shift, Night Shift, Rotating Shift

Other Shifts

Schedule: Monday through Sunday (schedule varies). Shifts: 7am-3pm, or 3pm-11pm, or 11pm-7am (shift hours may vary). Five rotating days. Employer will offer at least forty (40) hours per week.

Average Hours Per Week

40

Overtime

Available

Affirmative Action Job

No

Green Job

No

H-1B, H-2A, or H-2B Recruiting

H-2B Recruitment

Is there a formal program for training new employees?

No

Apprenticeship

No

Remote Available

No

Travel Required

No

Is driving an essential function of this job?

Is accessible by public transportation?

No

Pay Type and Salary

Wage Range

Wage: \$18.52 dollars per hour

Additional Wage Information

OT varies at 27.78/hr.

Additional Information

Other Benefits

Optional employee housing available at a rate of \$150 per week to be deducted from paycheck.

Job Location

Giri Hotel Management LLC

21 Broad St, Bethel, ME; 449 Main Street, Ogunquit, ME 03907 and 336 Main Street, Ogunquit, ME 03907, Bethel, Maine 04217, United States

Hotel Management Company, managing the following hotels: The Bethel Inn Resort, Juniper Hill Inn, and the Gorges Grant Hotel

Contact Information

Jeffrey Howes , Director of Payroll and Giri Hotels H2B Program

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(617) 770-3722

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