

Position Details

Overview

Position Title: *Guest Service Rep/Housekeeping/Laundry (Early)-Sum27*

Position Code: *PC1648042*

Host Company Name: *Hotel on Magnolia East (Wildwood,NJ)*

Host Company Description:

Welcome to H.O.M.E, Hotel On Magnolia East, nestled in the heart of Wildwood. As one of the last original mom and pop motel/hotels in the area, we pride ourselves on offering more than just a place to stay - we offer a warm, family-like atmosphere where guests arrive as strangers and leave as cherished friends.

Our Vision

Our name, Hotel On Magnolia East (H.O.M.E.), reflects our vision: creating a true home-away-from-home where every detail evokes belonging and familiarity. Lily, our Golden Retriever, occasionally joins in, adding a wagging welcome.

We are in Wildwood, New Jersey overlooking the magnificent beaches and Atlantic Ocean. Everything in town is easily accessible and within walking distance of accommodations and work.

Many participants reside in the area during the summer months, and the environment is very participant friendly. Hotel on Magnolia East is a team environment! You have a chance to meet other participants from more than 25 different countries. This is a great place to experience U.S. culture, practice your English and make lots of new friends!

City: *Wildwood*

State: *NJ*

Gender Preference: *Female*

English Level: *Native/Fluent*

Minimum Age: *18*

Earliest Start Date: *5/6/2027*

Earliest End Date: *9/6/2027*

Latest Start Date: *5/16/2027*

Latest End Date: *9/15/2027*

Position Details

Average Hours/Week: *>32*

Typical Schedule:

Shifts are usually as follows. Shifts may be adjusted depending on the needs of the business. This is a six-day work week.

Monday through Thursday:

- Morning: 7:00 AM to 3:00 PM*
- Afternoon: 12:00 PM to 6:00 PM*
- Evening: 6:00 PM to Midnight*

Friday and Saturday:

- Morning: 7:00 AM to 4:00 PM*

- Afternoon: 12:00 PM to 8:00 PM
 - Evening: 4:00 PM to Midnight
- Sunday:
- Morning: 7:00 AM to 3:00 PM
 - Afternoon: 11:00 AM to 6:00 PM
 - Evening: 6:00 PM to Midnight

This is an example of what the work shift may be and could vary. You should expect to work a variety of morning, afternoon, and evening shift.

Working weekends and holidays is required.

It may not be possible to have a set schedule each week and friends traveling together may not be able to be given the same day off.

Additional Hours Details:

Participants will "average" 32 hours per week over the course of your program. Some weeks may be more, and some may be less depending on business needs.

You will "Average" 32 hours a week over the course of your entire program.

Position Description:

This position will rotate between three different responsibilities, you will be expected to train and have knowledge on how to perform the duties of:

Guest Services Representative

We are seeking a reliable and customer-focused individual to join our team as a Guest Services Representative. This role involves interacting with hotel guests daily and providing assistance to ensure a comfortable and enjoyable stay. Additionally, you will support the owners with daily operations and contribute to the overall success of the team.

Main Responsibilities:

- Assist guests with their inquiries, such as providing information about local events and attractions.
- Manage guest check-ins and checkouts.
- Answer phone calls and provide front desk support.
- Ensure the complimentary coffee and breakfast areas are stocked and clean.
- Help organize and assist with guest welcome events, including serving food and beverages.
- Assist the owners with daily tasks to support the smooth operation of the hotel.
- Work collaboratively as part of a team to enhance the guest experience.

Housekeeping

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include bedrooms, toilet/showers area, kitchen, living area, fireplace, and deck/porch.

Main Responsibilities:

- removing and collecting linens for laundering and transporting them to designated areas
- cleaning rugs, carpets and upholstered furniture using vacuum cleaner
- dusting furniture and equipment
- emptying wastebaskets and cleaning them inside and out
- cleaning tiled floors with the use of mops and brooms

- *using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains*
- *transporting all trash and waste to disposal areas as instructed*
- *removing items from refrigerator and microwave, cleaning refrigerator, microwave, and any additional appliances inside and out.*
- *tips are not a guarantee but could be earned from the guest.*

Laundry

Laundry Attendants perform multiple tasks ranging from washing and folding laundry items such as bed and dining linens, towels and could include personal laundry of guests to operating commercial laundry and steam cleaning equipment. Laundry Attendants often work in busy environments in which stringent guidelines must be followed to ensure that clothing, linens and other items are clean and sanitized to meet quality standards.

Main Responsibilities:

- *Sorting linens, towels, clothing, and other laundry items by color, size, and material*
- *Washing items with commercial laundry equipment following proper sanitization protocols*
- *Cleaning and maintaining laundry room area and equipment*
- *Unloading laundry from commercial dryers*
- *Stocking laundry supplies such as detergent, bleach, laundry bags and fabric softener*
- *Creating laundry tags and kits for housekeeping*

While working in any of the above positions, you will be expected to:

- *demonstrate a high level of customer service*
- *perform all duties in a safe, efficient, and quality manner*
- *participants may be asked to move to a different location or job assignment within the property, as needed.*

Participants must appreciate hard work; enjoy working with and for others; take pride in a job well done; and be committed to providing first-class service to guests.

The work is highly customer oriented. Participants must be willing to do various cleaning jobs and must be willing to work on their feet all day. This is a great job for someone who likes to move around a lot and not stay in one place for their entire shift.

You must arrive by the date agreed upon at the interview, and listed on your work offer, and are expected to work until the last day listed on your work offer.

You will be expected to arrive at work on time, every day, and dressed in the proper uniform.

You will be expected to make sure you perform your job responsibilities as taught in training and according to company standards.

Friends traveling together cannot be guaranteed the same day off or the same scheduled shift. Please be prepared for this.

SECOND JOBS:

Host Company could offer an opportunity to work a second job with them.

Second jobs are permitted. Participants must be available for every shift they are scheduled to work at Hotel on Magnolia East and their second job must not interfere with their work performance.

Intrax participants are not permitted to start working at a second job without first obtaining permission from Intrax.

Required Duties: *Assisting guests
Answer phone calls and provide front desk support
Cleaning, dusting, moving furniture, mopping and vacuuming floors.

Washing items with commercial laundry equipment
Lifting & transporting up to 25 pounds maximum*

Skills Required: *Advanced English required, ability to stand for a long period of time, outstanding work ethic required.*

Supplies Required:
Uniforms will be provided to you at no cost. Host Company could require different uniforms for certain events but they will also be supplied by your Host Company at no cost. Please bring comfortable white shoes like sneakers (no open toe)

Supplies Cost:

Company Policies: *Employer may conduct random drug testing.*

Interview Required?: Yes

Additional Information:**Training Dates:****Different Training Period Wage:**

Physical Demands:
Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:**Meals Included:****Transportation:****Host Placement - Related Costs:****Benefits Provided by Host:**

Pay Rate: USD 17.50

Pay Frequency: Weekly

Pay Notes:
There could be a small chance of receiving tips but they are never guaranteed, they will be dependent on service received and decided by the guest. Host Company does not guarantee any tips.

Overtime Available? No

Overtime Rate: 26.55

Days Before Start of Work: 0

Tipped Position? No

Accepts Couples? No

Accepts Groups? No

Second Job Allowed? Yes

Company Provided Housing? Yes

Arrival Information

Recommended Airport: John F. Kennedy International Airport (JFK) in New York City, New York (About 3 hours away)

Newark International Airport (EWR) in Newark, New Jersey (About 2,5 hours away)

Philadelphia International Airport (PHL) in Philadelphia, Pennsylvania (about 2 hours away)

Nearest Bus Station: Greyhound Bus Station:
www.greyhound.com
 Wildwood bus terminal:
 Address: 4510 Washington Ave, Wildwood, NJ 08260

Nearest Train Station: Amtrak Train Station: Atlantic City, New Jersey

www.amtrak.com

Transportation to Company:

Housing is located on site. Occasional use of the hotel bikes is available to participants, though someone who wants to use a bike all the time should plan to purchase one on their own.

There is also public transportation in the area.

Reporting Instructions:

All participants must update their MY INTRAX account, with their travel plans two weeks traveling to the United States.

You must check in on your MY INTRAX account the day you arrive in the United States.

Travel Instructions:

Fly into one of the suggested airports and take NJ Transit bus to Wildwood, NJ.

Please see the following website for schedules: <http://www.njtransit.com>

From JFK:

Get to Port Authority Bus Station at 42nd St and 8th Ave in Manhattan. From here take New Jersey Transit #319 towards Atlantic city. Go to Gate #2 BUS #552 toward CAPE MAY VIA N WILDWOOD.

From Newark Airport:

Bus to Penn Railroad: 10Th St/Filbert St, take a bus #313 towards WILDWOOD RIO GRANDE CAPE MAY

Nearest Social Security Office: Nearest Social Security Office:
 SOCIAL SECURITY 1046 ROUTE 47 SOUTH RIO GRANDE, NJ 08242

Social Security Instructions:

Please be sure to check in on your Intrax account the day you arrive in the United States.

Please wait at least 7 days, after checking in on your Intrax account, before applying for your Social Security Card.

Area Information**Area Information:**

Wildwood, New Jersey located along the beaches of the Atlantic Ocean and the Wildwoods' Five Mile Island, is known for its incredible beach and boardwalk.

The 2 mile world-famous boardwalk offers breathtaking amusement rides, specialty shops, eateries, theaters and water parks. The Boardwalk offers something for everyone.

Average Temperature:

Please expect warm to hot temperatures ranging from 80 F-95 F degrees. Please be prepared for cool or rainy weather as well. Especially during the early week of May and late weeks of September.

Nearest Major Cities:

Atlantic City, New Jersey is approximately 1 hour away

New York City, New York is approximately 2 1/2 hours away

Philadelphia, Pennsylvania is approximately 3 hours away

Washington D.C. is approximately 3.5 hours away

Information Websites:

www.njwildwood.com

What to Wear:

Please bring casual summer clothes, beach clothes, and casual clothes for cool weather such as jeans or a sweater.. A raincoat and sweatshirt or light jacket are recommended.

Cultural Opportunities:

Wildwood is a family resort area with plenty of activities to keep our visitors of all ages entertained. The area offers a wide variety of restaurants, amusement piers and water recreation of all sorts. Several area museums provide visitors with lots of information about history, art and culture.

There's plenty to do when you aren't working:

Beaches, swimming, nightlife, amusement parks, Dolphin sight seeing cruises, Beach Volleyball, shopping and much more! This is a great place for creating new memories that will be cherished for a lifetime.

Website: <http://228home.com>

Additional Website Info:

Accommodation Option: Hotel on Magnolia East Employee housing

Company Arranged: Yes

Company Recommended: Yes

Description:

The Host Company is arranging housing for you and will provide you with more housing information at the interview and after you are hired.

Estimated Weekly Cost: USD 160.00

Additional Weekly Cost:

Additional Cost Description:

Housing will cost approximately \$160 per week.

Due at move in: 1st week of rent \$160 and security deposit of \$140. Total due at move in \$300

The \$140 security deposit will be refunded to you at the end of your program provided you do not move out of housing early, work the dates you agreed to in your job offer, and do not cause damage to housing.

Participants who move out of housing early, quit their jobs or are terminated from their job, or who cause damage to housing are not eligible for a refund of the housing deposit.

Commute Options: Walking; Bicycle

Commute Cost:

Company Provides Transportation: No

Estimated Distance to Company: *Housing is located within walking/biking distance of the work location.*

Gender Restrictions: None