

Position Details

Overview

Position Title: *Housekeeper/Hotel Assistant WT (Early)-Sum27*

Position Code: *PC1648338*

Host Company Name: *Park Hotel (Put in Bay, OH)*

Host Company Description:

Step inside Put-in-Bay's last Victorian era hotel and get a glimpse of the island's "golden age". Located in the heart of downtown Put-in-Bay, The Park Hotel offers its guests affordable lodging, centrally located to entertainment, shopping, dining, Chicken Patio Dinners, Museums and attractions and the experience of the Victorian age. Vintage antiques, Victorian wall covering and area rugs give guests the same ambiance enjoyed by travelers in the late 19th and early 20th century with the modern conveniences of the 21st century.

Step back in time to the Victorian Era at the Park Hotel!

Interested in a Summer Job that takes you to a beautiful island resort community? Come experience "Island Life" at the most popular Island in the Great Lakes Region!

City: *Put-in-Bay*

State: *OH*

Gender Preference: *Female*

English Level: *Advanced*

Minimum Age: *18*

Earliest Start Date: *5/6/2027*

Earliest End Date: *9/6/2027*

Latest Start Date: *5/19/2027*

Latest End Date: *9/19/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule:

You will work mostly day shifts. Some evening shifts may be possible.

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.

Working weekends and holidays is required.

Additional Hours Details:

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

You will average 32 hours, weekly, over the course of your program.

Position Description:

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 jobs around the hotel, especially cleaning related work, 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, not stay in one place for their entire shift, and wants the opportunity to do different jobs within the hotel.

Housekeepers/Hotel Assistants are responsible for the cleaning and maintenance of the Hotel guest rooms. This includes making beds, cleaning the floors, dusting, cleaning the bathrooms, emptying trash cans. While this may be the primary work you will do, as a Hotel Assistant you will also be trained to work in the following positions:

Front Desk Support - Checking guests in and out of the hotel, answering questions, answering the phone and other related duties.

Front Desk Assistant - Assisting the Front Desk Team.

Breakfast Attendant - Setting up, stocking, tearing down the continental breakfast set up for the guests each day.

You will have the opportunity to learn all of the positions in the hotel and your assigned tasks may rotate daily or weekly depending on the business needs of the hotel.

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 to work on time, every day, and dressed in proper uniform.

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

Since you will have interaction with the guests, advanced English is required.

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

SECOND JOBS:

It is possible for participants to obtain a second job, but the second job must not interfere with the schedule for your job at The Park Hotel.

Intrax participants are not permitted to begin working at a second job without obtaining approval of the job from Intrax.

Required Duties:

- * Making beds*
- *Cleaning bathrooms*
- *Dusting,*
- *Vacuuming,sweeping floors.*
- *Folding linens*
- *Removing dirty linens and towels from rooms*
- * Removing garbage from the rooms.*
- *Assisting with the laundry.*
- *You may also have to move couches and other furnishings to clean around them.*
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- *Assisting the front desk staff*
- *Working as a Front Desk Assistant.*
- *Working as a Breakfast Attendant*

Skills Required:

Superior customer service skills are a must. Excellent organizational and multi-tasking skills will be needed. You must be able to work on your feet for long periods of time. This position requires being able to work in a very fast paced environment.

Supplies Required:**Supplies Cost:**

Company Policies: *Company reserves the right to conduct random drug testing.*

Interview Required?: *No*

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 12.00*

Pay Frequency: *Weekly*

Pay Notes:

Overtime Available? *Yes*

Overtime Rate: *12.00*

Days Before Start of Work: *1*

Tipped Position? *No*

Accepts Couples? *Yes*

Accepts Groups? *Yes*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport:

Cleveland Hopkins International Airport (CLE)

5300 Riverside Dr, Cleveland, OH 44135

Your employer may be able to assist in arranging transportation from the airport to the Ferry dock in Port Clinton, OH.

Nearest Bus Station: *GO BUS <https://ridegobus.com/routes/>*

Located in Sandusky, OH and Port Clinton, OH

Greyhound Bus Station

Located in Sandusky, Ohio

www.greyhound.com

Nearest Train Station: Sandusky, Ohio

www.amtrak.com

Transportation to Company:

You will be responsible for providing your own transportation to and from work. Housing will be located within walking or biking distance of your work location.

Reporting Instructions: *All participants must contact the employer with your travel arrangements before your arrival to the USA.*

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

Travel Instructions:

Fly into Cleveland Hopkins International Airport and then take the GO BUS to Port Clinton, Ohio or to Sandusky, Ohio.

<https://ridegobus.com/routes/>

Upon arriving to Port Clinton or Sandusky take an Uber to the Jet Express boat Dock (www.jet-express.com). The Jet Express does not run from Sandusky every day until some time in June. Please be sure to check the Jet Express schedule to determine if you will travel to Sandusky or Port Clinton to get the Ferry to the Island.

Purchase a one-way ticket to Put-In-Bay from the Jet Express ticket window.

Nearest Social Security Office: *Closest Social Security Office:*

252 WAYNE STREET
SANDUSKY, OH 44870

Social Security Instructions:

The Employer can assist you with how to arrange travel to the Social Security office in Sandusky, Ohio

You must wait at least 7 days after checking in on your MY INTRAX account before applying for Social Security.

Area Information

Area Information:

- o visitputinbay.com
- o putinbaydaily.com

Put-In-Bay, Ohio, on South Bass Island has been an ideal stopping point for boaters ever since Native Americans "put in at the bay" during their many journeys across Lake Erie.

Since 1864 the island has been a tourist destination and hundreds of thousands of visitors have enjoyed the small town quality and quaintness of this island resort community every year.

More than three-quarters of a million visitors visit the downtown area each season and enjoy the Victorian era buildings that dominate Delaware Avenue. Put-in-Bay offers a wide variety of activities for the entire family: A narrated island tour, charter fishing, nine holes of golf, a visit to our 6,000 square foot historical museum, biplane rides, a tour of an historic island press house, a visit to our Butterfly House, helicopter tours of the islands, boating, sailing, swimming, a Nature Trail, 18 holes of miniature golf, gem mining, an antique car museum, para-sailing, cave tours, two wineries, beautiful vineyards, excellent dining, RC car racing, a stop at the Perry Memorial's Visitors Center, a visit to the Nature Museum, kayaking, jet skiing, fishing, and a visit to our aquatic resource center are all activities you will want to take part in when staying on the Island.

There's also an exciting mix of unique shops, restaurants and nightlife that can't be beat!

During the afternoon and evening you'll find a wide selection of musical entertainment throughout the "Village Square" and there's always something to do!

We invite you to spend the summer in Put-In-Bay and learn to "Celebrate Island Style".

Climate:

Summer temperatures on the Island range from 65-85 degrees during the day and 55-75 degrees at night.

Closest Major Cities:

*Toledo, Ohio is 38 miles away
Detroit, Michigan is 48 miles away
Cleveland, Ohio is 51 miles away.*

Distances to major cities do not include the 45 minute ferry ride from the Island to the Mainland.

Cultural Opportunities:

There are so many cultural opportunities available to you that you won't have time to get bored. Here's just a few of the exciting things to do:

- *Island Tours of Put-In-Bay and Kelley's Island.*
- *Perry's International Peace Memorial*
- *Kayaking*
- *Hiking*
- *Rock and Roll Hall of Fame in Cleveland, Ohio*
- *Museums*
- *Cedar Point Amusement Park in Sandusky, Ohio*
- *Boating, swimming, Jet Skiing and other water sports.*
- *Beaches and Parks*
- *Community Events*

Website: <https://www.parkhotelpib.com/>

Additional Website Info:

Accommodation Option: Park Hotel Employee Housing

Address:

379 Main St.
Put-In-Bay OH
43456 - United States

Type: *Dormitory***Company Arranged:** Yes**Company Recommended:** Yes**Description:**

Housing is provided in the Employer Dormitory and is located within walking/biking distance of the main town square and your work location.

Participants working at The Park Hotel are expected to live in the housing provided. Participants who choose not to move into employee housing, or who move out of housing early, may be required to resign from their position at The Park Hotel.

Rooms are dormitory style with 2-6 people sharing a room and private bathroom. The Dormitory houses up to 100 employees, from multiple Host Companies.

Rooms are furnished Bunkbeds, dressers, table, chairs, Air Conditioning/Heat, microwave, and mini-fridge, etc.

Linens are provided upon arrival for a fee of \$50.00. Linen package includes pillow, pillow case, fitted sheet, flat sheet, and blanket.

The Dormitory has free WIFI throughout the building, two laundry rooms, and a common room with pool table, vending/snack machines and a satellite TV.

There are limited cooking options in the dormitory and food would need to be prepared in a microwave, rice cooker, insta-pot, etc. Participants do have use of the kitchen in one of the Company restaurants, but there is no kitchen in the dormitory.

The building is supervised by a dorm manager who lives on the property.

Participants will be expected to sign a Housing Agreement upon arrival.

Estimated Weekly Cost: USD 100.00**Additional Weekly Cost:****Additional Cost Description:** *Weekly rent will be deducted from your paycheck.*

There is a coin operated laundry room, it takes quarters and each load costs \$1.00

Commute Options: *Walking; Bicycle***Commute Cost:****Company Provides Transportation:** No**Estimated Distance to Company:** *Housing is located within a .5 miles of the work location and the main square.***Gender Restrictions:** *None***Features:****Features Description:****Additional Information:**