

Position Details

Overview

Position Title: Lake Placid Lodge-Front Desk Attendant-Sum27

Position Code: PC1649852

Host Company Name: Lake Placid Lodge

Host Company Description:

"Nestled in the heart of the Adirondacks, where each season offers natural wonders.

Since it emerged as a playground for the prominent families of the Gilded Age, Lake Placid's timber and stone Great Camps have housed generations of vacationers. Designed in the style of the Great Camps, Lake Placid Lodge's arts and crafts-style lodge blends seamlessly into the forest, while expansive stone porches offer sweeping lake views."

<https://www.opalcollection.com/lake-placid-lodge/>

City: Lake Placid

State: NY

Gender Preference: No Preference

English Level: Advanced

Minimum Age: 18

Earliest Start Date: 5/27/2027

Earliest End Date: 9/30/2027

Latest Start Date: 6/10/2027

Latest End Date: 10/10/2027

Position Details

Average Hours/Week: 32

Typical Schedule:

You will work a variety of morning, afternoon and evening shifts. Your schedule will vary week to week depending on the needs of your employer.

It may not be possible to have a set schedule each week. Working on the weekends and holidays is required.

Additional Hours Details:

Position Description:

The moment a guest arrives at the Lake Placid Lodge they begin their journey into a relaxing and unforgettable Adirondack experience. As a Front Desk Agent you will be welcoming our guests and setting the stage for an experience they will never forget.

Front Desk Agents to serve as our guests' first point of contact and manage all aspects of their accommodation. Ultimately, you will help create a pleasant and memorable stay for our guests.

Responsibilities:

- *Perform all check-in and check-out tasks*
- *Manage online and phone reservations*
- *Register guests collecting necessary information (like contact details and exact dates of their stay)*
- *Provide information about our hotel, available rooms, rates and amenities*
- *Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs*

Requirements:

- *Work experience as a Front Desk Agent, Receptionist or similar role*
- *Experience and a high level of comfortability with computers*
- *Excellent communication and organizational skills*

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 restaurant.

Intrax participants are not permitted to work a second job without first receiving approval from Intrax.

Required Duties:

- *Perform all check-in and check-out tasks*
- *Manage online and phone reservations*
- *Register guests collecting necessary information (like contact details and exact dates of their stay)*
- *Provide information about our hotel, available rooms, rates and amenities*
- *Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs*

**other duties as assigned*

Skills Required:

Excellent organizational and multi-tasking skills will be needed. Must be able to work on your feet for long periods of time. Must be able to work in a very fast paced environment. Must be able to lift up to 50 pounds. Must have advanced/fluent English.

Supplies Required:

Button down long sleeve shirt and vest (provided). You will need to purchase black dress pants/slacks and slip resistant close-toed shoes. Hair/beard must be neat and trim, no visible tattoos or facial piercings.

Supplies Cost:

Company Policies: *Reserves the right to 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 17.00

Pay Frequency: Bi-Weekly

Pay Notes:

Overtime Available? No

Overtime Rate: 25.50

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: *Plattsburgh International Airport is the closest.*

JFK International Airport in New York City will offer cheaper flights.

Nearest Bus Station: OLYMPIC AUTHORITY
2634 MAIN ST
Lake Placid, NY 12946

<https://webstore.trailways.com/bus-stations/lake-placid-ny>

Nearest Train Station: Westport Amtrak Station
6705 Main St, Westport, NY 12993

(800) 872-7245

<https://www.amtrak.com/stations/wsp>

Transportation to Company: *Housing is located a short, walking distance from Lake Placid Lodge.*

Reporting Instructions:

You will need to let your manager know the day and time of your arrive two weeks before you depart for the USA.

Travel Instructions:

If you fly into NYC, you can take the Amtrak Adirondack train from Penn Station to Westport, NY. Westport is then an approximately 45 minute taxi/Uber ride to Lake Placid.

You could also take the overnight New York Trailways bus from Port Authority NYC to Saratoga Springs. From there, you can take the Greyhound bus to Lake Placid.

Tickets must be purchased ahead of time for some routes

Amtrak: www.amtrak.com

Trailways: <https://trailways.com/>

Greyhound: <https://www.greyhound.com>

Nearest Social Security Office: 14 Durkee St, Plattsburgh, NY 12901

Social Security Instructions:

You must check in on your MY INTRAX account on the day you arrive in the United States. Please wait 5-7 days, after checking in on your MY INTRAX account, before applying for your Social Security number.

Area Information

Area Information:

Lake Placid is a village nestled in The Adirondack Mountains. The mountains form a roughly circular dome, about 160 miles in diameter and about 1 mile high. The Adirondack Mountains are relatively young despite being composed of very old rocks.

Lake Placid is famous for recreational and competitive sports. This quaint Adirondack village hosted two Olympic Winter Games in 1932 and 1980. Participants and enthusiasts from all over the globe still come to the area for a variety of competitive events.

Climate: Lake Placid summers are warm, with average temperatures near 80 degrees Fahrenheit (26 Celsius). The weather can be cool in the evening due to its surrounding mountain range. Pack a light jacket for the cooler temperatures.

Nearest Major Cities:

Burlington, VT: 2 hours

New York City: 5.5 hours

Cultural Opportunities:

In the Adirondacks, there are endless opportunities for you to get out and explore.

There are 46 High Peaks to tackle— two of which are more than 5,000 feet high.

There are miles of waterways to fish, whitewater raft or kayak.

In the center of town, Mirror Lake has a trail around the shoreline.

The Lake Placid Olympic Museum exhibits artifacts including team uniforms and medals.

The Historical Society Depot Museum is in the old train station.

The Olympic Center is the sports complex that acted as the Olympic Park for both the 1932 and the 1980 Winter Olympics.

Website: <http://www.lakeplacidlodge.com/>

Additional Website Info:

Accommodation Option: Lake Placid Lodge Employee Housing

Company Arranged: Yes

Company Recommended: Yes

Description: *Lake Placid Lodge Employee Housing is located in dorm style apartments with shared bathrooms and kitchen.*

You will be sharing rooms with other employees.

Housing is furnished with beds, linens, dresser, wifi, AC/Heat, TV, and kitchenette.

The housing is located just offsite from Lake Placid Lodge.

Estimated Weekly Cost: *USD 135.00*

Additional Weekly Cost:

Additional Cost Description: *Rent is \$135 per person per week.*

A \$135 housing deposit is also due upon arrival.

Transportation to town, laundry facilities, and grocery store are provided at no extra charge.

Commute Options: *Walking*

Commute Cost: *USD 0.00*

Company Provides Transportation: *Yes*

Estimated Distance to Company: *500 feet (0.03 km)*
You will walk to work. Laundry and grocery store trips are provided.

Gender Restrictions: *None*