Position Details

Overview

Position Title: *Motel 6 (Lake George, NY)-Front Desk (Early) (F)-Sum27*

Position Code: *PC1697186*

Host Company Name: *Motel 6 (Lake George, NY)*

Host Company Description:
Hotel with Dual G6 Brand - Motel 6 and Studio located at Lake George, NY 12845. The hotel with about 44 rooms which provides the loadging to J1 Students. We have been hiring the J1 Students for last few years through InterExchange

City: *Lake George*

State: *NY*

Gender Preference: *Female*

English Level: *Advanced*

Minimum Age: *18*

Earliest Start Date: *5/1/2027*

Earliest End Date: *8/20/2027*

Latest Start Date: *5/15/2027*

Latest End Date: *9/8/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule:
Schedules may include weekdays, weekends, and holidays. Daily assignments and working hours may vary based on hotel occupancy, staffing availability, and seasonal business requirements.

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 more, some may be less.

Position Description:
As a Front Desk Attendant, you will be...

- *Welcome guests and assist with check-ins and check-outs.*
- *Answer telephone calls, respond to inquiries, and assist with reservations.*
- *Provide information about hotel amenities, policies, and local attractions.*
- *Assist with front desk administration and reservation systems.*
- *Coordinate guest requests with housekeeping and management.*
- *Collect, wash, dry, fold, and organize hotel linens and towels.*
- *Maintain cleanliness of the lobby, front desk, and designated common areas.*

- *Replenish supplies and assist with routine guest service needs.*
- *Perform other approved hospitality duties as assigned.*

Cross-Training, Departmental Rotation, and Work Allocation

All five positions include cross-training and potential rotation among approved hospitality responsibilities.
Although employees will be hired for designated primary positions, management may adjust assignments based on:

- *Employee qualifications, skills, and relevant experience.*
- *Training performance and demonstrated capabilities.*
- *Availability of work within approved departments.*
- *Hotel occupancy and seasonal business demands.*
- *Staffing requirements and daily operational needs.*

Employees may perform different approved responsibilities during the same shift or throughout the workweek.
Employees who demonstrate stronger proficiency in particular departments may receive a greater proportion of their scheduled working hours in those areas.
Primary departmental assignments and the proportion of working hours in each department may vary. All duties and rotations must remain consistent with each employee's approved J-1 job offer, and sponsor approval must be obtained before implementing changes that require authorization.

Initial Training and Evaluation

Employees will receive initial orientation and training, generally lasting 1–2 days, followed by additional training as needed.
Training may include front desk procedures, guest service standards, complete guest room and bathroom cleaning, housekeeping and sanitation procedures, laundry operations, groundskeeping, and workplace safety.
Management will evaluate employees based on skills, efficiency, reliability, work quality, communication, teamwork, and ability to perform assigned responsibilities.
Departmental assignments may be adjusted following training and throughout the season based on demonstrated capabilities and operational requirements.
All required training will be compensated in accordance with applicable employment laws.

General Employment Expectations

Employees are expected to maintain professional conduct, follow hotel policies, provide courteous guest service, and cooperate with supervisors and team members.
Schedules may include weekdays, weekends, and holidays. Daily assignments and working hours may vary based on hotel occupancy, staffing availability, and seasonal business requirements.
The employer will make good-faith efforts to provide the working hours specified in each employee's approved employment offer.
All work must comply with applicable employment laws and Intrax program requirements. Hazardous work, specialized technical repairs, lifeguarding, pool chemical handling, and duties requiring specialized licenses or certifications are excluded.
Groundskeeping activities involving powered equipment will be performed only if permitted by the program sponsor and applicable safety requirements.
Employees may contact hotel management or Intrax directly regarding questions or concerns about their responsibilities or employment conditions.

SECOND JOBS:
Intrax participants are not permitted to work a second job without first receiving approval from Intrax. Your second job must not interfere with your primary job.

Required Duties: *making beds*

cleaning bathrooms,
dusting
vacuuming
sweeping
folding linens
removing dirty linens and towels from rooms
removing garbage
assisting with the laundry
Perform duties in other areas of the resort, as requested by the employer.

Skills Required: **Ability to clean guest rooms to standards and to work with cleaning chemicals*

**Ability to stand on your feet for long periods of time*
**Ability to lift up to 50 pounds*
** Ability to provide outstanding guest service.*
**Preferred 21+ years of age*

Supplies Required:

Supplies Cost:

Company Policies:

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 18.00*

Pay Frequency: *Bi-Weekly*

Pay Notes:

Overtime Available? *No*

Overtime Rate:

Days Before Start of Work: *2*

Tipped Position? *No*

Accepts Couples? *Yes*

Accepts Groups? *Yes*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport:

Nearest Bus Station:

Nearest Train Station:

Transportation to Company:

Reporting Instructions:

Travel Instructions:

Nearest Social Security Office:

Social Security Instructions:

Area Information

Area Information:

Cultural Opportunities:

Website: *https://www.motel6.com/property/motel-albany-ny...*

Additional Website Info:

Accomodation Option: Motel 6 Lake George Housing

Company Arranged: *Yes*

Company Recommended: *Yes*

Description: *Host provides 3 units on-site...*
One unit is:
-Two bedrooms shared between 3 participants

-Full kitchen
-$160/week
Two units are:
-One bedroom shared between 2 participants
-Mini fridge
-Microwave
-$180/week

Estimated Weekly Cost: *USD 180.00*

Additional Weekly Cost:

Additional Cost Description: *Cost varies depending on unit assigned*

Commute Options: *Walking; Bicycle*

Commute Cost:

Company Provides Transportation: *No*

Estimated Distance to Company: *0*

Gender Restrictions: *None*