

Job Details

Job Title: Motel Front Desk Clerk

Available position is Temporary Full Time

Job Starting Date: April 1, 2021

Job Ending Date: Oct 24, 2021

Company Name: Himalaya LLC (dba Robbins Motel)

Number of Positions Available: 3

Pay: \$12.33 per hour (Single workweek used as standard for computing wages due)

Job Location: 396 ME-3
Bar Harbor, ME 04609

Pay Frequency: Weekly

Education Requirement: Some High School or Less

Experience Requirement: No experience required

Work Hours: Tuesday – Sunday: 8:00 AM – 2:00 PM

Average Hours per week: 36

Overtime: Not Available

Job Duties:

1. Help guests with registration and check-in to their rooms
2. Present invoice and collect payments from guests
3. Receive call and messages and provide information about the motel and the area
4. Take reservation over the phone or in-person
5. Keep records of open and occupied rooms
6. Keep records of clean and dirty rooms from the housekeepers

On-Job Training Provided

Employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment

required to perform the duties assigned, in accordance with 20 CFR 655.20(k)

Employer will make all deductions from the worker's paycheck required by law. Deduction will be made directly from paycheck if staying in the optional employer provided housing.

Other Benefits: If the worker completes 50% of the work contract period, employer will reimburse the worker for transportation and subsistence. Upon completion of the work contract or where the worker is dismissed earlier, 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.

