



## Spring Season 2019

The information on this announcement is compiled from many sources, including the employer, guidebooks and the internet. It is meant as a guideline. Every attempt is made to ensure the accuracy of the information, but many details are estimates, which can change due to business needs, weather, new information, changes of facilities, and events outside the control of the employer.

### EMPLOYER INFORMATION

**Business Name:** Westgate Historic Williamsburg Resort

**Business Type:** Hotel

**Work Location Address:** 1324 Richmond Road, Williamsburg, VA 23185

**Company Website:** [www.westgateresorts.com](http://www.westgateresorts.com)

**Please list the dates of your seasonal operation:**

**Begin Date:** March

**End Date:** June

### JOB INFORMATION

<b>Job Title</b>	Housekeeper
<b>Number of openings</b>	6
<b>Gender</b>	Female
<b>Wage per Hour</b>	\$10.00 per hr.
<b>Estimated hours/week</b>	32-40
<b>Tasks to be performed in position</b>	<p><u>Summary of Duties:</u> Housekeeper, Common Areas, and Laundry duties as assigned by performing the following duties.</p> <p><u>Responsibilities:</u> Responsible for cleaning all assigned units or common Areas. Cleaning kitchens, bathrooms, living room, dining room, patio, deck or balcony. Clean common areas as assigned to include but not limited to: bathrooms, halls, stairs, walls, elevators, windows, pools, restaurant, retail shops, offices, storage rooms, and laundry rooms Replenish supplies and linens. Ensure proper use of all equipment and supplies issued. Use only the cleaning agents issued and ensure of not mixing any chemicals. Ensure all inventory is in and cabin is clean properly before guest arrive. Communicate with resort services to request needed supplies. Make all cribs and sofa beds when servicing units. Properly use, secure and return the key on a daily basis. Immediately report all lost and found items to security. Responsible for taking care of assigned mid-week cleans and during the week cleans. Folds Laundry material by hand and machine such as sheets, pillow cases, wash cloth, towels, blankets and bedspreads. Loads washers and dryers in the laundry. Discard stained or damaged linen. Sort and count articles to verify quantity. Prepares the linen and supplies for buildings during check out and mid weeks. Remove cloth from equipment. Hangs, bags, folds, and bundles articles for delivery. Other duties as assigned by management within Housekeeping/Laundry Department. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.</p>

**Are the positions assigned in advance or upon arrival?** Advance

**Is there a second employer Skype interview after the initial GeoVisions interview?** Yes

### Student Work Dates – Complete the below 4 lines:

**Earliest Start Date:** March

**Latest Start Date:** April

**Earliest End Date:** June

**Latest End Date:** June

**\*\*\*Please note that students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.**

**Are the wages tipped? What is the tipping policy?** Not available – please ask employer

**Is Overtime Available?:** No

**Overtime policy:** No

**Is there any necessary training which the exchange visitor must undergo prior to starting their work?** Yes

**If so, is this training paid?** Yes

**Is there any fee to the exchange visitor for this training?** No

**If so, what is the fee?** No fee

**Is there an end of season bonus? If so, what is it?** No

**What conditions must be met in order to receive it?** No

**Number of Employees:** Not available – please ask employer

**Percentage of J-1 Work and Travel students:** Not available – please ask employer

**Is it possible to get a second job at another employer in the area?**

Yes

**Drug Testing Policy:** Employees have to undergo a drug test and fit-for-duty test upon hire. (The Westgate pays for both tests).

**Are you offering this job directly, or through a third party? If so, whom?**

Directly

## EMPLOYEE DRESSCODE

**What is the dress code? :** Westgate Polo, black pants (no jeans), black non-slip/ slip resistance shoes, black belt.

**What are the grooming guidelines? :** Clean and neat appearance

**Are uniforms provided? :** Westgate Polo

**Costs (or deposits) for uniforms:** Two free Westgate Polo Shirts (if you lose the uniform you may be charged for another one)

**Is there anything the students need to bring?** Black pants (no jeans), non-slip/ slip resistance shoes (completely black), black belt. (You can buy these clothes when you arrive at the local Walmart or equivalent store.

## HOUSING INFORMATION

**Do you provide housing for the students?** **NO**

**Your housing is Participant-arranged. This means YOU are responsible for securing and confirming your housing PRIOR to arriving in the U.S. If you do not secure housing BEFORE ARRIVAL, you may not be able to participate in the J1 program.**

- *You will not be allowed to live on property at your Host Company. Please review your Job Offer for housing leads. A housing lead means that your sponsor, GeoVisions, has verified this housing meets J1 Exchange Visitor program requirements and has potential availability to house program participants during the season. This housing has not been arranged for you. You do not have to use this housing lead and we encourage you to seriously search for your own housing.*

- To arrange your housing, you must contact the housing vendor BEFORE coming to the U.S. to confirm the housing is available and to pay any deposit(s) that might be required. DO NOT arrive in the U.S. without secured, permanent housing for your J1 program.
- You must secure your housing BEFORE you arrive in the U.S. Once you have confirmed your housing, please notify GeoVisions and your agency of your housing address.

### Housing Lead Contact Information:

**Pineapple Inn and Housing Center**  
**5437 Richmond Rd, Williamsburg, VA 23188**  
**(757) 259-9670**  
**info@pineapplehousing.com**

**Is transportation provided to work?:** Yes

**If YES, please indicate any cost for this transportation:** No

**If NO, please describe available local transportation:** No

### CULTURAL ACTIVITIES

**Host employers are expected to actively plan, encourage and be involved in at least one cultural event or activity each month for program participants.**

**Please list 4 cultural activities you expect to plan for students:**

**Activity 1:** Department Informational Meeting with Food and Beverages

**Activity 2:** Monthly resort gathering with General Manager, Food and Beverages with Prizes

**Activity 3:** Discounts to area attractions

**Activity 4:** Department cookout and BBQ

**Helpful Websites:** <https://www.williamsburgcc.com/isop>  
<https://www.facebook.com/groups/748525768669176/>

### LOCAL AREA INFORMATION

**Local Population:** 15,214 approx.

**Distance to Major Cities:** 114 miles to Washington, DC.

**Is Public Transportation Available? :** Yes

**Nearest Airport:** Newport News/Williamsburg International Airport (PHF) – 17 miles; Norfolk International Airport (ORF) – 45 miles; Richmond International Airport (RIC) – 45 miles

**Nearest Bus/ Train Station:** <https://gowata.org/>

**Are you able to meet students at the airport, bus station, train station, etc. upon arrival in the United States? :** No – students are responsible for getting to employer

**Distance from Housing to Public Transportation:** Please research local transportation options

**Distance from Housing to Supermarket:** Please research local transportation options

**Average Temperatures:**

**Winter:** 56° / 38° F   **Spring:** 63° / 42° F   **Summer:** 88° / 69° F

## SEASONAL / TEMPORARY WORK

Please describe what makes these positions "Seasonal" or "Temporary":

U.S. tourist destination in spring and summer months. Historical area.

Work and Travel students may only work in positions that *are considered* "Seasonal" or "Temporary" in nature. Below is the State Department's definition of these terms:

### § 62.32 Summer Work/Travel:

(b) Purpose. The purpose of this program is to provide foreign college and university students with opportunities to interact with US citizens, experience US culture while sharing their own cultures with Americans they meet, travel in the US, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.

Employment is of a **seasonal nature** when the required service is tied to a certain time of the year by an event or pattern and requires labor levels above and beyond existing worker levels.

Employment is of a **temporary nature** when an employer's need for the duties to be performed is a one-time occurrence, a peak load need, or an intermittent need. It is the nature of employers' needs, not the nature of the duties that is controlling.

# Westgate Historic Williamsburg Resort

1324 Richmond Road  
Williamsburg, VA 23185

Send resume to:

[maritza\\_pagan@wgresorts.com](mailto:maritza_pagan@wgresorts.com)

J-1 Program

**Housekeepers**

\$ 10.00 per hour



## **SUMMARY**

Housekeeper and Laundry duties by performing the following duties.

## **DUTIES**

Responsible for cleaning all assigned units.

Cleaning kitchens, bathrooms, living room, dining room, and balcony.

Replenish supplies and linens.

Ensure proper use of all equipment and supplies issued.

Use only the cleaning agents issued and ensure of not mixing any **chemicals**.

Ensure all inventory is in and villa is clean properly.

Communicate with supervisors and/or resort services to request needed supplies.

Make all cribs and sofa beds when servicing units.

Properly use, secure and return the key on a daily basis.

Immediately report all lost and found items to supervisor and/or security.

Responsible for taking care of assigned mid-week cleans and during the week cleans. (Trash, towels and sheets)

Folds Laundry material by hand and machine such as sheets, pillow cases, wash cloth, towels, blankets and bedspreads.

Loads washers and dryers.

Page 2 of 2

**Westgate Resort**

**J-1 Program – Housekeeper**

Discard stained or damaged linen.

Sort and count articles to verify quantity.

Feed linen in flatwork ironer, towel folder in productive pace.

Prepares the linen and supplies for buildings during check out and mid weeks.

Remove cloth from equipment.

Hangs, bags, folds, and bundles articles for delivery.

Exterior and exterior cleaning of building, pool area and offices.

Able to work outdoors under the sun and in the summer heat.

Able to walk up and down steps repeatedly.

Other duties as assigned by management within Housekeeping Department or other departments as needed.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Some schooling preferred or one month related experience or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read a limited number of two- and – three- syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple.

#### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **REASONING ABILITIES**

Ability to apply common sense understanding to carry out simple one- or two- steps instructions. Ability to deal with standardized situations with only occasional or no variables.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.