

# Newport Hotel Group

Locations in Massachusetts, New Hampshire, Rhode Island, & Wyoming  
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## About The Newport Hotel Group:

The Newport Hotel Group owns and operates eight hotels throughout New England and one in Wyoming. The locations are all amazing with tremendous opportunities to explore nearby attractions. Popular destinations include national parks, beaches, mountains, major cities, sporting events, and so much more. Our employees enjoy opportunities to participate in company-paid social events with the potential to receive awards, incentives, and raffle prizes. Employees also enjoy company-sponsored events which might include outings to national parks, rodeos, harbor cruises, or baseball games.

Please indicate the top three locations you would like to work at and which positions you would accept. InterExchange will send you a Form to collect this information prior to the Virtual Job Fair.

**Positions Available:**

Business	Location	Number Of Available Positions	Job Title	Hourly Wage
Hyannis Harbor Hotel	Hyannis, MA	6	Hospitality Crew	\$19.00
		3	Front Desk Agent	\$19.00
		9	Housekeeping	\$19.00
Inn on the Square	Falmouth, MA	6	Housekeeping	\$19.00
Ocean House Hotel at Bass Rocks	Gloucester, MA	1	Hospitality Crew	\$18.00
		5	Housekeeping	\$18.00
Ocean Mist Beach Hotel & Suites	South Yarmouth, MA	4	Hospitality Crew	\$19.00
		3	Front Desk Agent	\$19.00
		8	Housekeeping	\$19.00
Nantasket Beach Resort	Hull, MA	1	Front Desk Agent	\$20.00
		1	Hospitality Crew	\$20.00
		8	Housekeeping	\$20.00
North Conway Grand Hotel	North Conway, NH	10	Food & Beverage Assistant	\$15.00 - 20.00
		21	Housekeeping	\$18.00
Newport Beach Hotel & Suites	Newport, RI	9	Housekeeping	\$19.00
		1	Front Desk Agent	\$19.00
		1	Hospitality Crew	\$19.00
Bristol Harbor Inn	Bristol, RI	1	Hospitality Crew	\$19.00
		2	Housekeeping	\$19.00
Snake River Lodge & Spa	Jackson Hole, WY	21	Housekeeping	\$20.00
		4	Front Desk Agents	\$18.50
		7	Food & Beverage Assistant	\$9.00 - \$21.00

**Job Descriptions:**

**Food & Beverage Assistant** - This food & beverage position assists in positions throughout the kitchen, restaurant & banquet areas. All positions overlap with similar responsibilities. Regardless of duties, customer attentiveness and neat appearance are necessary. Hourly pay rate varies depending on the position & employees don't choose positions, it's based on business & staffing needs.

**Bussers & Expeditors** clear and set tables, restock dishes, glassware, utensils, pots, & pans. They serve food & all other items to ensure servers can focus on the overall needs of the guests. They also ensure food is promptly serviced from the kitchen to maintain freshness and correct temperatures.

**Host/Greeters** meet and greet incoming guests. They will also seat guests and utilize the computer/register to collect payments and make change as needed. Hosts/Greeters assist with washing and restocking dishes, glassware, utensils, pots, and pans. They assist with bussing tables and supporting servers. Host/Greeters restock buffet while maintaining a clean dining room and work area.

**Dishwashers** unload dishes and cutlery from server/busser trays & load them into dish trays. They utilize commercial washers with hot water & wash larger pots and pans by hand. Dishwashers will maintain a neat, clean & organized dishwashing station and clean & maintain the employee break room. They will remove trash & garbage, utilize trash compactor, and clean & hose out garbage cans. Also, they will maintain and clean the entire kitchen and sweep and mop the floors.

**Room Service** delivers food and beverage service from the kitchen to guest rooms. They assist with room service set up, clean up, and preparations as well as clearing trays left outside of room doors.

**Banquet Servers & Setup** set up & service banquets and events. They deliver food from the kitchen to guests and provide food and beverage service by responding to guest requests. Banquet Servers & Setup assist with room set up, clean up and break down of banquet space as well as clearing, cleaning, and resetting tables. They also assist with the planning and execution of recreational related activities.

**Prep Cooks** assist with preparing meats, seafood, vegetables, and other items required for line and special function. They read and follow written recipes, prep lists, event orders, and prepare food accordingly. They will chop vegetables, cut or grind meats, weigh and mix ingredients, wash and prepare vegetables, and store food. Prep Cooks assist with the preparations of other food products in other kitchen areas as directed and use safe and sanitary food handling procedures.

**Housekeeping** - The housekeeping position assists in jobs throughout the department including Laundry Attendant, Room Attendant, Lobby Attendant, and Houseperson. All positions overlap with similar responsibilities. Regardless of duties, customer attentiveness and neat appearance are necessary. Hourly pay rate varies depending on the position & employees don't choose positions, it's based on business & staffing needs.

**Housekeepers** thoroughly clean all guest rooms, spa, pool, recreational areas, hallways, lobbies, restrooms, elevators, stairways, function space, and public areas. Cleaning

responsibilities include: replace linen and terry, replenish guest amenities, empty wastebaskets, dust, mop, vacuum, clean windows, wash and fold laundry, replace guest supplies, and keep storage areas and carts stocked and organized. May need to lift and carry up to 50 lbs.

Employees must be capable of performing the following tasks:

- Lift/carry 50 pounds when necessary
- Push a fully loaded cart weighing approximately 150 pounds
- Walk and stand for long periods of time
- Work frequently on hands and knees
- Move large furniture such as a couch or mattress
- Climb up and down stairs while carrying items
- Perform squatting and bending motions while cleaning areas
- Follow written and oral instructions in English

**Front Desk Agent** - The Front Desk position assists in jobs throughout the department including AM, PM & overnight shifts, and as needed, housekeeping and food & beverage related tasks. All positions overlap with similar responsibilities. Regardless of duties, customer attentiveness and neat appearance are necessary. Hourly pay rate varies depending on the position & employees don't choose positions, it's based on business & staffing needs.

**The Front Desk Agents** make and confirm reservations, greet, register, and assign rooms to guests through the use of a computer. Front Desk Agents issue room keys, assist with bags/luggage, answer guests' questions, establish forms of payment and verify guests' credit. They keep records of room availability and guests' accounts, post charges for rooms, review accounts and charges with guests during the checkout process, compute bills, collect payments, cash handle and make change for guests. They answer telephone calls, transmit and receive messages, and contact proper staff to report guest problems. May need to lift and carry up to 50 lbs.

Employees must be capable of performing the following tasks:

- Strong English skills (written and oral), including written communication, over the phone, and in person.
- Detail oriented in a fast paced and busy environment.
- Stand for the duration of shifts (at least eight hours).
- Lift/pull/carry up to 30 pounds and push up to 150 pounds.
- Efficiently and accurately handle American currency.
- Efficiently and accurately utilize the computer and telephone.
- Work quickly, in a group and independently.

**Hospitality Crew** The hospitality crew position assists in jobs throughout the hotel including housekeeping, maintenance, and pool related tasks. All positions overlap with similar

responsibilities. Regardless of duties, customer attentiveness and neat appearance are necessary. Hourly pay rate varies depending on the position & employees don't choose positions, it's based on business & staffing needs.

**Hospitality Crew Members** assist in maintaining the hotel property and equipment to ensure a safe and pleasant environment for hotel guests. They respond to various needs of the hotel property and hotel guests, i.e., trash pick up in parking lots, lighting needs, room repairs, delivering towels/luggage, housekeeping, mechanical repairs, moving of supplies/deliveries, performing temperature checks, oil, and meter readings as scheduled. They provide security for the hotel when necessary, i.e., addressing guest disputes, attending to injured guests, or damaged property. Hospitality crew members provide pool assistance by maintaining surveillance of the pool area, enforcing policies and acting immediately and appropriately to secure the safety of guests. They must be able to swim and must be willing to become CPR certified (employer will assist in certification). They assist in the housekeeping department as needed, i.e., replacing linen and terry, emptying wastebaskets, dusting, mopping and vacuuming, cleaning windows, washing and folding laundry, keeping storage areas and carts stocked and organized. Employees do not choose what position they are working as a Hospitality Crew Member and they must be flexible to work in any one of the jobs explained above.

Employees must be capable of performing the following tasks:

- Lift/carry 50 pounds when necessary & push a fully-loaded cart weighing approximately 150 pounds
- Must be able to swim
- Work frequently on hands and knees
- Move large furniture such as a couch or mattress
- Climb up and down stairs while carrying items
- Perform squatting and bending motions while cleaning areas
- Follow written and oral instructions in English

**Work Schedule:** You can expect to work **35 hours per week, 5 days per week** with shifts varying by day & work days varying by week. Your schedule will include Saturdays & Sundays. There is no set schedules & employees must be available to work nights, weekends, & holidays.

**Work Start Dates:** You should plan your U.S. arrival so you can begin working **May 10 - June 25**.

**Work Finish Dates:** We are looking for candidates who can finish working **September 7 - October 1**. You must be able to work for a minimum of 14 weeks.

**Interview Format:** Interviews will be up to 15 minutes long. Friend groups should interview together.

**Uniform:** Specific uniform details for each position will be provided on your job offer.

**Housing Information:** Housing costs **\$125 per week, with no deposit required** upon arrival. Specific housing details for each property will be provided on participant job offers. A rental refund incentive of \$25.00 per week worked may be available if work level is satisfactory, dates on job offer are fulfilled, and housing is returned in the condition it was received (clean, neat, organized, etc.). This refund will be given upon the completion of the job and the discretion of your host employer.

**Area Descriptions:** Learn more about each property

## Massachusetts

- **Nantasket Beach Resort - Hull, MA:** With a prime location directly overlooking Nantasket Beach on the South Shore, our newly renovated hotel is the closest full-service beachfront hotel to Boston. Explore this beachfront community or the adjacent towns of Hingham and Cohasset. It's the perfect spot for watching the sunset or capturing the perfect picture of Nantasket Beach and its beautiful skyline. Set out to explore attractions around Hull, Hingham, and Cohasset, including the stunning nature trails at Wompatuck State Park and World's End. Explore all that the Nantasket Beach area has to offer including scooter rides, miniature golf, hiking, boat rentals, and so much more.
- **Hyannis Harbor Hotel - Hyannis, MA:** Our charming New England hotel is located on the Hyannis Harbor waterfront. Stroll the streets of the Harborfront Village, Ocean Street and Main Street Hyannis and discover charming shops, restaurants and attractions. It is located only a short walk to beaches and parks. Hyannis offers an abundance of summer activities. Book a harbor cruise or whale watch, take time to explore many great restaurants in the area, spend time out on the water jet skiing or parasailing, or even catch one of the many local collegiate baseball games. There's plenty to do in this New England town.
- **Ocean Mist Beach Hotel & Suites - South Yarmouth, MA:** Overlooking the water, the Ocean Mist Beach Hotel & Suites is tucked between the lovely South Shore Drive and the beautiful sandy shores of the Nantucket Sound. It is located just steps away from many beaches and just a short drive from Hyannis. Stroll next door for a delicious New England seafood meal or head out to enjoy miniature golf, a bike ride, lighthouse tours, or nature walks along the coast. Don't forget to take a short ferry ride to Nantucket and Martha's Vineyard to see all of the restaurants, beaches, and shopping they have to offer.
- **Ocean House Hotel At Bass Rocks - Gloucester, MA:** Perched on the rocky shores of Cape Ann, and just a short drive from Boston, the Ocean House Hotel at Bass Rocks is a historic landmark in scenic Gloucester with spectacular ocean views. It is only minutes away from many shops, art galleries, beaches and restaurants. There are activities for everyone in this charming waterfront destination. Some activities include hiking, kayaking, whale watching, schooner rides, festivals and so much more.
- **The Inn on the Square - Falmouth, MA:** The Inn on the Square is quintessential Cape Cod charm. From our hotel's nautical weathervanes, to its rustic stone walls, our boutique property blends into the streetscape of the quaint seaside village. From our downtown location in

Falmouth, nestled among cafes, galleries, and boutique shops, you're minutes from Cape Cod's beaches and only three blocks from the ferries to Martha's Vineyard. Falmouth also offers an abundance of summer activities such as waterfront dining, whale watching, Woods Hole Science Aquarium, and the Cape Cod Shining Sea Bike Path. Also, there are many local beaches to enjoy where activities include surfing, swimming, or even just relaxing.

## Rhode Island

- **Bristol Harbor Inn - Bristol, RI:** Set in the heart of Bristol, RI, our contemporary, boutique hotel sits along the waterfront of Bristol Harbor, offering spectacular views of beautiful Narragansett Bay. The hotel is steps from the area's unique attractions, such as boutique shopping, dining, bike trails, parks and historic museums. Other local attractions include Colt State Park, East Bay Bike Path, and Blithewold, a historic 33-acre estate with amazing views of Narragansett Bay. Additional summer activities include boating, fishing, visiting historic sites, beaches, magnificent gardens, and the Audubon Nature Center and Aquarium.
- **Newport Beach Hotel & Suites - Newport, RI:** Directly across the street from Newport's Easton Beach, the Newport Beach Hotel and Suites is Newport's luxury beachfront hotel with panoramic water views. Other local beaches are just minutes away including Newport's Second and Third beaches. In addition, local area attractions are close by including the Newport Mansions, the Norman Bird Sanctuary, Purgatory Chasm, and Fort Adams State Park to name a few. Take a leisurely drive or bike ride along Newport's famous Ocean Drive, or walk alongside the shoreline on the famous Cliff Walk, just steps away from the hotel. There's so much to explore in this area.

## New Hampshire

- **North Conway Grand Hotel - North Conway, NH:** The North Conway Grand Hotel is located in the beautiful White Mountains of New Hampshire. Discover a place of warm New England hospitality immersed in the jaw-dropping beauty of the Mount Washington Valley. Our hotel is within close proximity to 7 mountain adventure resorts, 10 state parks, several lakes, waterfalls, and unique geological formations. There are more than 100 national brand-name outlets and specialty shops just steps away from the hotel. Don't forget to visit Mt. Washington, the highest peak in the northeastern United States at 6,288.2 ft. There are many other summer activities in the area including horseback riding, rafting, tram riding, biking and much more.

## Wyoming

- **Snake River Lodge & Spa - Jackson Hole, WY:** The Snake River Lodge & Spa, our luxury hotel, is located at the base of Jackson Hole Mountain in Teton Village. It is just 300 feet from the world-famous Aerial Tram and only one mile to Grand Teton National Park. During the summer season, Teton Village and Jackson Hole offer an abundance of restaurants, shopping, hiking, mountain biking, tram riding, horseback riding and many other activities. Looking for a day trip? The Snake River Lodge & Spa is also just one short hour from Yellowstone National Park.