



PALACE PLAYLAND

OLD ORCHARD BEACH, ME.

AMUSEMENT PARK ATTENDANT (TRABAJADOR DEL PARQUE)

HOST INFORMATION

Palace Playland is a Historical Beachfront Amusement Park located on the southern coast of Maine. Our amusement park is open from Late May thru the first week of September.

In our small beachfront community there are art festivals, music concerts, a minor league baseball team, weekly fireworks and other special summer events! The town of Old Orchard Beach is a busy but small tourist area, with small motels and 7 miles of sandy beaches.

Staff hired at Palace Playland gets special perks to our Amusement Park and all employees are invited to our Annual Employee BBQ in August.

Host Website: <http://www.palaceplayland.com>

Site of Activity: Palace Playland

Parent Account Name: Palace Playland

Host Address: 1 Old Orchard Street, P.O. Box 355, Old Orchard Beach, Maine, 04064

Nearest Major City: Portland, Maine, Less than 25 miles away

PLACEMENT INFORMATION

Job Description

Under general supervision, students will be placed with duties related to the Arcade, Midway Games, Ticket Booth or Ride Operation. All duties include assisting guests to varying degrees.

Park employees are to enforcing all park policies and safety guidelines in accordance with Palace Playland's Policies and Procedures. This is a great, customer-facing position.

Must possess a positive attitude, willingness to work outdoors and commit to the contract end date.

Typical Schedule

Sat & Sun Day Shift start @ 10:45 am & ends 5 pm PM SHIFT start @ 4:00 pm/end when park closes Mon-Fri PM SHIFT only @ 4:00 pm/end when park closes You are assigned a schedule w/ both day & night shifts.

Seasonal changes to job duties or available hours

Yes. We are only open weekends until June 19th Weekly schedules change as the full time schedule start.

Drug Test required: No

COMPENSATION

Hourly Wage: \$12,75

Eligible for Tips: No

Estimated weekly wages including tips: \$408

Bonus: Yes. \$100 bonus eligible for employees that work a minimum of 220 Hours during the full time summer season, and ALSO work THRU Labor Day weekend as assigned.

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week: Weather is always an UNKNOWN and can effect your hours. We cannot control the weather, but we do as best we can.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy: Yes, paid after 40 hours

Job-Specific Benefits: All employees can become eligible to receive free and discount passes to our Amusement Park and other Amusement Parks in New England.



JOB REQUIREMENTS

English Level required: Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

- Standing for entire shift
- Working outdoors
- Working under direct sunlight

Job Training required: Yes

Length of job training: 3-4 hours

Hours per week during training period: 4

Different wage during training period: No

Start on specific day of the week: No

Training requirements: All job training is completed on site with the Management.

Need to wear uniform: Yes

Uniform Policy: Tan colored Pants or Shorts, sneakers. A uniform Polo T-shirt is provided for free. We require all employees to purchase a Hooded Uniform Sweatshirt.

Cost of uniform: \$20

Uniform laundry: Participant responsibility

Dress Code: Yes. Tan colored Pants or Shorts, sneakers. A uniform Polo T-shirt is provided for free. We require all employees to purchase a Hooded Uniform Sweatshirt.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities

Company Parties, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community.

Additional Details about Cultural Offerings

We offer all employees a local events calendar that has everything happening in Old Orchard Beach during the summer months.

These events include Weekly Fireworks, a July 4th Celebration, Local art and music festivals, our Annual Employee BBQ, and the Ironman Triathlon.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

All housing secured by Palace Playland will be within walking distance of our Amusement Park. Before you arrive you will be assigned to a housing location where you will be provided the address, rent and amenities included.

Lease Agreement: No

ONSITE AMENITIES

WiFi: Yes. WiFi or hardwire access supplied.

Phone Service: Yes. No landline phones are provided, however Old Orchard Beach has good cellular service.

Kitchen facilities: Yes. Basic cooking supplies provided.

Laundry facilities: Yes

OCCUPANCY REQUIREMENTS FOR PROVIDED HOUSING

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2-4

Rooming Arrangement Description: If you wish to live with a friend, we must be notified 4 weeks in advance of your arrival. We cannot guarantee that all requests can be granted, based on availability. Rooms are same gender unless you have requested a co-ed living arrangement.

PROVIDED HOUSING COST

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: No. Participants pay housing directly on a weekly basis via Cash.

Utilities Costs: No

Housing Deposit: Yes. Housing deposit is required to be paid upon arrival.

Cost: \$150

Housing Deposit Refundable: Yes



Conditions for Deposit Refund: Housing deposit refund amount is \$100.00, pending a final inspection of your living space by the property manager, and no damages found.

Details About Deposit Refund: \$100 of the Deposit is refunded in cash upon departure.

TRANSPORTATION TO WORKSITE

Walking Commute Time

Estimated commute time: Under 15 minutes. Sidewalk walking.

ARRIVAL INFORMATION

ARRIVAL INSTRUCTIONS

All students are asked to fly into Boston Logan Airport where there are connections available via train, the Down-east Amtrak system, to arrive directly into Old Orchard Beach Maine. Our housing is within walking distance of the Train Station located in Old Orchard Beach, but we will communicate with all students prior to your arrival to be sure all arrangements are made.

If you are not able to take the Amtrak Train, the second method of transportation would be via Bus, and we can assist students personally when making these travel details.

We do NOT provide airport pick up at either Boston or Portland airports.

Arrival into Old Orchard Beach and into your housing must be done before 10pm at night, therefore some students stay overnight in Boston and travel to Old Orchard Beach the following morning and arrive during the day.

Once arrived in Old Orchard Beach, your housing manager will provide you with a list of local transportation available, assistance with Social Security and more. Most needs are within walking distance of your housing, such as groceries, laundry and personal supplies.

SUGGESTED ARRIVAL AIRPORT

Boston Logan Airport, BOS, Over 50 miles.

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

SUGGESTED AFTER-HOURS ACCOMMODATION

Hilton Boston Logan Airport

1 Hotel Dr, Boston, MA 02128

Boston, Massachusetts 02128

https://www3.hilton.com/en/hotels/massachusetts/hilton-boston-logan-airport-BOSLHHH/index.html?SEO_id=GMB-HI-BOSLHHH

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding:

Social Security Number

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number

Social Security Applications can be processed right in Old Orchard Beach once you arrive. This site is within walking distance, and we will assist you with directions and instructions once arrived.

Nearest SSA Office: Old Orchard Beach, Maine, Less than 10 miles

OTHER

Wage Payment Schedule: All employees are paid weekly, with checks available every Thursday for pick up in the Managers Office after 1PM. Employees must sign for their personal paycheck, we do not distribute paychecks to other employees on request.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups:

Grooming Requirements:

- **Hair:** clean, long hair is allowed. Employees in ride operations are required to have long hair secured back. Beards and/or mustaches are allowed; however, they must be kept neatly trimmed.
- **Earrings:** Small, tasteful earrings will be allowed unless management regards them as a safety concern.

Second Job Availability: Yes, likely



APPLICABLE COMPANY POLICIES

All employees are given an employee handbook once arrived that outlines ALL of our company policies. Some to note are the following:

- **SMOKING:** It is illegal for people under the age of 18 to smoke in the state of Maine. It is also illegal to smoke in any public building in the state of Maine. Employees who are minors shall never smoke on park premises. Regardless of age, employees in uniform shall not smoke on premise when the park is open. Our desire is to promote a clean and healthy family atmosphere. Cigarette, e-cig/vape, pipe smoking or any similar device is allowed only during your breaks and only on the boardwalk or anywhere off the park premises. Please use the receptacle provided for disposing of your cigarettes/tobacco and do not put them out on the floor.
- **SAFE KEEPING:** Lockers are provided near the employee lounge. No bags (purses, backpacks, etc.) will be allowed to be kept in ANY work areas. You should bring a lock to work and plan to store your belongings in the provided lockers. All items should be removed at the end of your work shift. If you would like to borrow a lock from the park there will be a \$5.00 cash deposit for a combination lock. Your deposit will be returned when the working lock is returned. Requests for a lock should be made through a manager or runner. Locks are definitely recommended, as we are not responsible for lost, stolen or damaged articles.
- **SCHEDULE:** The Manager will have the daily ride schedule before the AM and PM shifts. Please report to the punch clock so the manager can inform you of the ride you will be assigned. Swipe in and proceed directly to that position. The weekly schedule is posted by the time clock on Thursday by 1:00 p.m. A private Face Book group is available where the schedule is posted along with other helpful information. Please see the Managers Office for instructions to join.

- **GENERAL RULES:** Your attitude and the park's appearance contribute to the public's attitude of Palace Playland. Keep your work area neat and clean. Pick up litter around your area and report any appearance problems you cannot control to a manager or to the arcade when time permits. Absolutely no eating while on the job, NO personal music devices (i.e. mp3 players, iPod), no reading or writing (unless part of your duties), no portable video games/electronic devices, NO CELL PHONES. If found, they will be confiscated until the end of your shift. Employees will receive one warning for violation of this policy. Further job action will be taken if the situation warrants. Smoking is not allowed on Palace Playland property while on the job and wearing your Palace Playland uniform. You may smoke while on your break as long as you leave Palace Playland property. Squeeze bottles or other non-glass containers containing soda, juice or water are allowed at your station. Be discrete in their use. Riding bikes, skateboards, roller blades, scooters or mopeds, and running are not allowed through the park or in the arcade building. Kindly ask offenders to walk.

COMMUNITY AMENITIES

Walking Distance from Worksite: Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library.

Walking Distance from Housing: Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library.

In Town, Requires Transportation: Shopping Mall