

Brett Robinson Gulf Corporation

Front Desk Rental Associate
Orange Beach, AL



Company Biography

Gulf Shores and Orange Beach are Alabama's beautiful beach towns!

Brett Robinson was established in the 1960's as a real estate company and it has progressed to become the premier vacation rental company on the Gulf Coast.

Brett Robinson serves vacationing guests who travel great distances to enjoy our award-winning beaches, a medley of fun entertainment, unique shopping and delicious dining. Our condominiums are located on the emerald green waters of the Gulf of Mexico in Orange Beach and Gulf Shores, Alabama.

Students working for Brett Robinson will walk, ride a bike or ride a company van to work. Student apartments are fully furnished including all linens and a fully equipped kitchen. There are many opportunities to secure a second job in the community.

All Brett Robinsons sites of activity are along the same strip of beach/highway in Gulf Shore/Orange Beach. Please note students must be flexible regarding the specific building assignments as these are subject to change due to business needs. Specific work locations will be assigned on your first day of work.

Work and Pay Details

Position title: Front Desk Rental Associate	
Hourly wage: \$10.00	Tips? No
Description of position:	Accommodate resort patrons and owners by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of accounts, making and confirming reservations, presenting statements to and collecting payments from departing guests.
Specific qualifications required:	<ul style="list-style-type: none"> • Listens to and understands information and ideas presented through spoken word. • Adds, subtracts, multiplies or divides quickly and correctly. • Speaks clearly so it is understandable to a listener. • Reads and understands English. • Able to cope with stressful customer interactions. • Recognizes when something is wrong or likely will go wrong. • Demonstrates knowledge of principles for providing customer service and quality standards. • Serves as a representative of the company, displaying courtesy, tact, consideration, and discretion in all interactions with other employees, owners, guests and other members of the community. • Provides customer care to others. • Maintains strict key control. • Receives guests or owners at front desk by check in and check out procedures. • Provides information to owners and guest regarding area points of interest, policies and guest services via face to face, writing or over the phone. • Enters, records and maintains information regarding front desk activities. • Controls operations of cash drawer. • Observes and evaluates the outcomes of a problem situation to identify lessons learned or redirect efforts. • Enters reservations information and on-line booking. • Attends departmental meetings. • Performs all work with attention to detail, using standards of quality and professionalism. • Performs all work in a safe manner and reports safety hazards. • Performs other duties as assigned.
Estimated weekly wage (incl. tips): \$380.00	Bonus: None
Conditions of bonus:	
Average hours for last year's students? 40 Hours	Maximum weekly hours allowed: 40 Hours
Minimum average number of hours? 38 Hours	Possibility of getting more than average hours: Average
Students get the most hours in: March, April, May, June	Students get the least hours in:
How often are students paid? Weekly	
Do you pay overtime? Yes	If yes, after how many hours per week do you pay overtime? 41 Hours
Does your company only operate weekends before or after specific dates? No	
If yes, what are the dates?	

Work and Pay Details

Position location: Within a condominium complex under the guidance of a supervisor.

STUDENTS MUST BE FLEXIBLE - the Site of Activity may change when you arrive.

Other Job Details

Minimum english level: (6) Advanced

Description of working conditions: **•Must be able to work their assigned hours. General hours of operation are 7am to 11pm seven days per week. Weekend work is expected. Hours of operation are location specific.**
•Uses of abdominal, back and leg muscles to support the body continuously over 10 hours time without fatiguing
•Able to lift 40 pounds occasionally

Will job duties be different at the beginning of the season? No

If yes, provide details of specific job duties:

Uniform and Grooming Requirements

Are students required to wear a uniform? Yes | If yes, what is the cost of the uniform? Not specified

Are uniform laundry services available? No | If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

Details of purchasing required clothing or footwear: Uniforms and uniform shoes are provided through service fee. The cost is included in students service fee.

Do you have company grooming requirements? Yes

Details of company grooming requirements? Neatness and cleanliness are a must. No facial piercings. Hair must be neat, conservative, and clean. Hair that is shoulder length or longer must be gathered in a neat ponytail. Uniforms must be washed daily. Students must maintain good hygiene and bathe daily.

Other Company Details

Company hires couples? No | Company hires groups of up to 4? Yes

Drug test required? Yes | Do students complete an additional application upon arrival? Yes

Does your company issue completion certificates? Yes | If requested, will you evaluate the student's performance? Yes

Any additional company details?

- Most students travel around the community by bicycle. Students can bike, walk, or take advantage of other daily errand runs to grocery stores, restaurants, as well as locations of interest.
- Students are welcome to secure a second job as long as it does not interfere with their job at Brett Robinson.
- Students are encouraged to take their lunch to work.
- Opportunities to converse in English are readily available on the job site, working alongside Americans, as well in the community.
- Students from many different countries experience the hospitality offered within this beach community.
- Students working at Brett Robinson must report all second jobs to CIEE prior to starting employment at their second job. Students with second jobs must have employer provided transportation to and from the job. Second jobs without transportation provided by the secondary employer will not be approved by CIEE.

Training Information

Is job training required? Yes | Length of training: 2 weeks

Are students paid during training? Yes | Hourly pay rate during training: \$10.00

How many hours per week are students likely to receive during training period? 38

Any other details?

Worksite Location

Worksite location: Within a condominium complex under the guidance of a supervisor. STUDENTS MUST BE FLEXIBLE - the Site of Activity may change when you arrive.

Nearest major city: Pensacola, FL | Worksite setting: Resort/Ocean/Lake

Nearest major airport: Pensacola, FL | Distance to nearest major airport: 40 miles

Worksite Location

Additional worksite setting details: Condominiums are located within complexes located in Gulf Shores or Orange Beach, Alabama.

Standard Arrival Information

Are students required to arrive or depart on specific dates? Yes

Details of required arrival or departure dates:

Employer will assist when given a 2 week notice. The cost will vary. Students must vacate their Brett Robinson housing within 2 days of the end date noted on their job offer.

Mode of transportation: Employer will arrange pick-up Students must arrive between these hours: 7am to 9pm

Cost: Not Specified

Other details:

Students must arrive at the Pensacola, Florida Airport on the assigned arrival date. (Housing assignments will only be provided to those who arrive at the Pensacola Airport on their assigned date.)

Students must arrive between 7am - 9pm. Transportation will be provided to students who confirm arrival information 2 weeks prior to arrival at studentinfo@brett-robinson.com.

Students must vacate their Brett Robinson housing within 2 days of the end date noted on their job offer.

After Hours Arrival Information

General information: Students arriving after 9:00 pm on their agreed upon arrival date will have to make arrangements for the night. Students will be picked up around 10 am the next morning.

Name of accommodation: Motel 6 Accommodation address: 7827 North Davis Highway, Pensacola, Florida 32514

Cost per night: \$65.00

Best way to travel from airport to overnight accommodation: Airport shuttle or taxi. Both of these will be located at the Pensacola Airport. You may contact the motel at 850-476-5386

Social Security

Are students required to apply for a social security card prior to arriving at worksite? No

Will the company assist students with their social security application? Yes

Assistance detail: Employer will arrange transportation to Social Security Office.

Where is the nearest social security office? Fairhope, AL Distance: 30 miles

How will students be paid until their social security card arrives? Regular pay

Housing Details

Is housing provided? Yes If not, will you assist students in finding housing? N/A

Are there affordable housing options in the area? N/A

Housing options in the area: N/A

Local housing resources: N/A

Housing address: Company provided housing in Orange Beach/Gulf Shores AL

Is the student required to sign a separate housing contract? Yes

Type of housing provided: Apartment Number of students to a room: 3-4

Housing details: Fully furnished 2-3 bedroom apartments housing 6 to 8 occupants. Fully equipped kitchens. All linens provided. Service fee includes wireless internet and utilities. Housing is only available starting on your agreed upon arrival date. If you arrive prior to your agreed upon arrival date, you will have to secure your own housing until that date. Students are required to move out of their housing within 2 days of their work end date noted on their job agreement. Absolutely no co-ed housing is provided or permitted.

Do you offer co-ed housing? No

Cost of housing - per week: housing is included in the \$125 service fee Includes utilities? Yes

Are housing costs deducted from paycheck? Yes

Is a housing deposit required? Yes Amount of housing deposit: \$200.00

Instructions for payment of housing deposit: \$200.00 cash security deposit is payable in cash at Orientation, your start date. The service fee includes cost for housing, transportation, activities, uniforms and utilities.

Housing deposit due date: Is deposit refundable? Yes

Housing Details

Conditions of deposit refund:	Security deposit will be refunded upon completion of employment agreement and leaving apartment in its original condition. For refund of deposit, student must confirm departure date to Brett Robinson at least 2 weeks prior to end date, and must move out of Brett Robinson housing within 2 days of agreed upon job offer end date. Students must be present at departure appointment.
How will deposit be refunded?	This will be directly deposited into student's locally established bank account.
Are students required to live in provided housing upon arrival?	Yes
During their work stay, can students find alternate housing?	No
If yes, is there a penalty?	No

Transportation to/from Worksite

Method of transportation to worksite:	walk, bicycle, company van		
Distance to worksite:	varies from 1/4 miles to 5 miles	Is worksite within walking distance of housing?	Yes
Cost of public transportation to worksite:	Not specified		
Details of public transportation to worksite:	Taxi and Ubers		
Cost of transportation to worksite provided by employer:	Not specified		
Details of transportation to worksite arranged by employer:	Company van will be available to transport students who live further than walking or biking distance from their work site assignment.		
Cost of arranging own transportation to worksite:	Not specified		
Details of arranging own transportation to worksite:	N/A		

Housing Amenities

Available public transportation:	None Specified		
Access to public transportation?	In town access		
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	Yes	Utensils:	Yes
Individual Beds:	Yes	Private bath:	No
		Air conditioning:	Yes
		Security guard:	Yes
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	In town/accessible	Fitness center:	In town/accessible
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance
Movie theater:	In town/accessible	Library:	In town/accessible
Additional amenities:	Daily errand trips provided to community banks, grocery stores, libraries, gym, post office and other community resources. Bathrooms are shared with roommates. Laundry is available at the housing complex		

Meal Information

Are meals included in rent cost?	No		
If not, meal plan cost per day:	Not Specified	Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No		

Cultural Opportunities

Types of cultural opportunities provided			
Organized Holiday Event(s):	Yes	Organized Trip(s) to Major Attraction(s):	Yes
Organized Potluck(s) or Dinner(s):	Yes	Organized Trip(s) to Major City:	Yes
Organized Karaoke Night(s):	Yes	Information about Events:	Yes

Cultural Opportunities

Organized Movie Night(s):	Yes	Information about Local Resources:	Yes
Organized Sporting Event(s):	Yes	Information about Attractions/Sites:	Yes
Organized Staff Exchange Event(s) - Other:	Yes	Information about Local Community:	Yes
Organized Trip(s) to Nearby Attraction(s):	Yes	Other:	Yes
If Other, please describe:	Daily errand trips provided. The company also offers transportation to local shopping outlets, attractions, nearby cities, organized soccer games, dolphin cruises and much more!		
Additional details about cultural offerings:	<p>Brett Robinson provides many cultural events opportunities. There are daily scheduled trips to local grocery stores, shopping malls, banks, and post office. There are weekly events scheduled to museums, sporting events, and nearby cities. OWA will include the largest roller coaster in the Southeastern United States. Get ready for some excitement!</p> <p>Qualified students will have the opportunity to participate in our Job Shadowing Program. Students spend quality time with a professional in the student's field of study.</p>		