

# Florida Job Order Print Document

Job Order: 11977631

Print Date: 7/20/2022 6:52:26 AM

Office: CareerSource S Florida - 4845- Key Largo/Key West

LWDB: CareerSource South Florida

## Employer Information:

Employer Name: HOTEL PROVIDERS INC. (Suppressed)

How to Apply: Via Email, At the Nearest One-Stop, Via Company Website (Address provided below)

Company Website: <https://www.opalkeywest.com/careers>

Application Comments: To apply, send resume to [hr@opalkeywest.com](mailto:hr@opalkeywest.com) or complete application at [www.opalkeywest.com/careers](http://www.opalkeywest.com/careers). Or contact directly to closest SWA, CareerSource S Florida - 4845- Key Largo/Key West, 1111 12 Street, Suites 307 & 308, KEY WEST, FL 33040 Phone: 305-292-6762 Ext: tammie.murray@careersourcesfl.com. Refer job#

## Location:

Main Address:

HOTEL PROVIDERS INC.  
245 Front St  
Key West, FL 33040

Mailing Address:

245 FRONT ST  
KEY WEST, FL 33040-8313

## Contact:

Contact: Janine Fulton

Title: Director of HR

Phone: (305) 292-4344 x

Email: [hr@opalkeywest.com](mailto:hr@opalkeywest.com)

Fax: (305) 292-4348

## Job Details:

Occupational Code: 43408100 Hotel, Motel, and Resort Desk Clerks

Job Title: Front Desk Clerk

Industry Code: 721110 - Hotels (except Casino Hotels) and Motels

Number of Positions: 5

Referrals: 99

Earliest Date to Display:  
07/26/2022

Last Date Job Order Will Display: 10/05/2022

Job Order Followup: 08/25/2022

Job Type: Temporary

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category: Foreign Labor  
Certification

## Job Duties and Skills:

Description: Hotel Providers Inc. dba Opal Key Resort and Marina has the following temp/seasonal positions available from 10/24/2022-07/24/2023 in several locations in Key West, FL.

Front Desk Clerk: 5 openings, Min 35hrs/wk. shifts 10a-5p & 4p-11p. \$18.00/hr. OT if available over 40hrs/wk at \$27.00/hr. Making & confirming daily reservations, check guests in & out, issuing room keys or cards, answer incoming & in[1]house calls,

transmitting & receiving messages, resending statements to & collecting payments from departing customers.

Monday through Sunday, Scheduled shift and work days vary. Rotate/split shifts. Weekends & holidays req'd. Min. 1 month hotel/resort experience req'd. No daily transportation to/from work provided. No on the job training provided. Supplies, work tools & equipment are provided free. Deductions required by law will be payroll deducted. Employee housing is not provided. Visa & related fees will be reimbursed in the first work week. Guaranteed work for total hrs equal to at least ¾ of the workdays in each 12-week period. If the worker completes 50% of the work contract period, employer will arrange and pay or reimburse directly for transportation and daily subsistence (min \$14/day and max \$59/day with receipts), if the worker completes the employment period or is dismissed early employer will arrange and pay directly for return transportation and daily subsistence (min \$14/day and max \$59/day with receipts), upon departure. Pay bi-weekly. Employer will use a single workweek as its standard for computing wages due.

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Special Software/Hardware Skills Needed: **No**

Special Skills:

#### **Job Requirements:**

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **1**

Requires a Drivers License: **No** Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

#### **Compensation and Hours:**

Minimum Salary: **18.00 Hour**

Maximum Salary: **18.00 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **35**

Shift: **Not Applicable**

Benefits:

Other Benefits: **No Benefits Listed**

#### **Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is not displayed, One-stop staff screens applicants, Staff contacts individual about qualifications**

#### **Job Application Information Needed:**

**Req Section**

- ☒ Contact Information
  - ☒ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
  - ☐ Education History
  - ☐ Certifications
  - ☐ Desired Job Type

**Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

**Staff Information:**

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

**Employer Status: Open and available**

Reason: **NA**

Future Release From Hold: