



## Chatham Bars Inn - Server Assistant/Food Runner

### HOST INFORMATION

**Company Description:**

Chatham Bars Inn is one of Cape Cod's most beloved and storied destinations for family vacations, romantic getaways and corporate retreats. What opened as a luxury hunting lodge for wealthy Bostonians in 1914 is today a full-service resort with 217 individually decorated rooms and suites, endless recreational options, exceptional dining, and an exclusive spa.

In the summer season there are four dining venues open on the property as well as our Children's Program and Waterfront and Boating program which offers chartered cruises on our fleet of boats. Chatham Bars Inn also owns and operates a 6 acre farm in Brewster, MA which supplies the majority of the produce for our restaurant and our farm to table dining focus.

Chatham Bars Inn is located on Cape Cod in Massachusetts. Cape Cod is a popular summer vacation destination for both domestic and international travelers. Summer on Cape Cod is generally warm especially in the months of July and August but due to being surrounded by water on all sides it stays cooler than the mainland.

**Host Website:** <http://www.chathambarsinn.com>

**Site of Activity:** Chatham Bars Inn

**Parent Account Name:** Capital Properties

**Host Address:** 297 Shore Road Chatham , Massachusetts , 02633

**Nearest Major City:** Boston , Massachusetts , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

The responsibilities include but are not limited to assisting the servers in the dining room by setting and resetting tables, refreshing water, carrying trays of food into the dining room, clearing tables, and providing the highest levels of service and professionalism. Performing all duties and adhering to hotel standards.

**Qualifications:**

- Superior customer service and organization skills
- Can work well in a team setting
- Enjoys a fast-paced environment
- Follows direction well
- Able to meet deadlines
- Able to lift up to 50 lbs.

**Typical Schedule:**

5 days a week. Breakfast shift: 6:00 am to 1:00 pm; Lunch shift: 10:00 am to 6:00 pm or Dinner shift: 3:00 pm to 11:00 pm or 4:00 pm to 12:00 am

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$5.75

**Eligible for Tips:** Yes

The Server Assistant is tipped out at the end of each shift by their servers. If a server assistant works a catered event, then they receive a portion of the Service Fee for that event as well.

**Estimated weekly wages including tips:** \$450

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 40

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

In the early season (end of May and beginning of June) there may be lower hours but never less than 32. The months of July and August should be at least 40 hours a week.

**Average number of hours per week reached by last year's seasonal employees:** 38

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Free employee cafeteria for meals during your work shifts. Uniforms are provided to you at no cost. Employees also enjoy a discount program at certain hotel outlets while they are employed.

## JOB REQUIREMENTS

**English Level required:**



Upper-Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

There may be times where the server assist with the rearrangement of chairs and tables in the dining outlets or assists in setting up for catered events like weddings. Must be able to lift and carry at least 50lbs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

**Job Training required:** Yes

Length of job training:

1 week

Hours per week during training period: 32

Different wage during training period: Yes

Training wage description:

The training wage is \$13.50/hour and there are no tips while the employee is on the training wage.

Start on specific day of the week: No

Training requirements:

**Need to wear uniform:** Yes

Uniform Policy:

Uniforms are provided by the company. Footwear is brought by the participant or can be purchased through our uniform company. Footwear must meet company standards and requirements.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

**Dress Code:** Yes

Description:

Proper Uniforms and proper footwear. Employees are required to wear a clean, in good condition, pressed and properly fitting in size and length, uniform as applicable to each department's Dress Code requirements. Hair must be neatly groomed and worn off the shirt collar. Appropriate hair confinement must be used in food service areas where required by law. Employees must appear clean shaven and existing facial hair must be neatly trimmed and well groomed.

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

Sporting Events, Trips to Nearby/Major Attractions, Trips to Major City, Potlucks or Dinners, Movie or Game Nights, Holiday Events, Company Parties

### **Additional Details about Cultural Offerings:**

Chatham Bars Inn offers cultural events to its participants such as a Welcome BBQ, cultural training activities, an end of the season staff party, and organized trips to local attractions. For the last two years the most popular event has been a day trip to Provincetown on Cape Cod.

### **Local Cultural Offering:**

Out participants can also visit local museums such as the Widdah Pirate museum; attend the Chatham A's baseball games for free; and attend numerous other local fairs and festivities throughout the summer. Chatham is just 1.5 hours away from Boston and 5 hours from New York City.

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

### **Community Housing Options:**

Available: Yes

#### Description:

The housing options in the area include rooms rented out in local families' homes. Stand alone cottages or houses for rent by groups of students. Chatham Bars Inn does assist when needed with rental referrals. Most students find housing within the town of the Chatham and commute to work via bicycle or the local bus system.

Minimum Average Cost Per Week: \$150

Maximum Average Cost Per Week: \$165

### **Transportation for Community Housing Description:**

Most students use bicycles to get around on Cape Cod. They can be purchased locally through Chatham Hood Bikes or also stores like KMART or Target in Hyannis, MA. Using bike lights and wearing reflective clothing is a must if you will be riding a bike at night time as there are fewer street lamps around Cape Cod and it can be very dark at night.

There is also a local bus system that services Chatham and the surrounding towns including a route into Hyannis. Many students take advantage of this bus and buy passes for the summer. The route is called the H20 Bus line run by Cape Cod Transit.

Chatham Bars Inn also provides a complimentary shuttle for employees living at locations that are too far to reach by bicycle and will go into certain areas of Harwich and Brewster in addition to Chatham.

## ARRIVAL INFORMATION

### **Arrival Instructions:**

Chatham Bars Inn is located on Cape Cod in Massachusetts about 1.5 hours from Boston Logan International Airport.

Please make sure to plan out your travel arrangements ahead of time from the airport to Cape Cod.

The best way to Cape Cod is the Plymouth & Brockton Bus from Boston Logan Airport to the Hyannis Transportation Center in Hyannis, Cape Cod, MA: <http://www.p-b.com/>

Taxi from Logan Airport is not recommended, it will be very, very expensive.

From Hyannis, you may wish get to your housing by the Cape Cod Transit Bus: <http://www.capecodtransit.org/>, by a taxi/Uber/Lyft or by making arrangements with your landlord or host. Please note that the Cape Cod Transit Bus runs on a limited schedule until June 23rd. If your flight arrives after 8:00 PM in the evening, you may want to stay in the city that you've landed in (New York or Boston) as in the evening hours, transportation to Cape Cod and to your living accommodations may be very difficult with the bus schedules. If possible, it is best to book a flight that lands in the morning in Boston.

If you are arriving late into Hyannis, MA and are in need of a place to stay overnight in Hyannis there is a hotel in Hyannis that offers reduced rates for J1 Students – that hotel is: Hyannis Travel Inn, 18 North Street, Hyannis, MA. Tel: 508-775-8200. <http://www.hyannistravelinn.com/>

#### **Suggested Arrival Airport:**

Boston Logan International 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:**

Hyannis Travel Inn  
18 North Street  
Hyannis , Massachusetts 02601  
<https://www.hyannistravelinn.com/>  
(508) 775-8200  
\$75 to \$100

## TRAINING AND ONBOARDING

#### **Pre-Arrival Onboarding:** Yes

After their hiring participants should connect with their Chatham Bars Inn' manager (that contact will be provided) to size and order uniforms as well as confirm the participant's start date and Orientation schedule.

Any requests for assistance with finding housing should be directed to the HR Department.

After arrival to the US there will be a paperwork packet to be completed by the participant before they start their Orientation.

#### **Social Security Number:**

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

After the participant arrives in the US and registers with SEVIS they will need to wait at least 48 hours and then go to the Social Security Office in Hyannis located at 100 Independence Dr, Hyannis, MA 0260. This office is only open Monday through Friday so participants should take that into account when scheduling arrival dates. The office can be reached from Chatham by the H20 Bus line with Cape Cod Transit.

Nearest SSA Office: Hyannis , Massachusetts , Less than 25 miles

#### **Other:**

**Wage Payment Schedule:**

Participants are paid bi-weekly through either a live paycheck or direct deposit (participant choice). We recommend direct deposit as then they can access their tax documents (in January of the following year) through the online pay website ADP.

**Meal Plan: Optional**

Estimated Cost Per Day: \$0

**Meal Plan Description:**

Chatham Bars Inn provides a free cafeteria to our staff for meals during your work shifts.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

**Grooming Requirements:**

Employees must appear clean shaven and any prior existing facial hair must be neatly trimmed and well groomed. All hair must be clean & neatly styled for a professional environment. Extreme hair colors are not permitted. Any visible tattoos must be minimal, non-offensive and not visible on hands, neck or head. Earrings: only one earring in each ear. No oversize or gauge earrings permitted for safety reasons. Other piercings on the body must not be visible; including tongue, nose & eyebrow rings

Second Job Availability: Yes, likely

**Applicable Company Policies:**

The Employee Handbook for Chatham Bars Inn covers all of our policies and participants will be provided a copy upon their hire.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

**Walking Distance from Housing:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

**In Town, Requires Transportation:**

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Public Library

**Unavailable:**

Internet Cafe