



WORK & TRAVEL USA

## Audies Restaurant - Host/Hostess

### HOST INFORMATION

**Company Description:**

Audie's Restaurant has been family owned and operated since 1974. Hospitality is a family tradition at Audie's and here you will work alongside several generations of The Jaggi family along with other families who enjoy being a part of our long established year 'round family business. Our restaurant offers discounted dining for family and friends, flexible scheduling, and the opportunity to work alongside a team of restaurant professionals. During the tourist season (May - October) Mackinaw City comes to life where guests come to enjoy life on the Straits of Mackinac. Beautiful beaches, outdoor activities such as hiking and biking, fishing, and camping bring people from around the world to enjoy nature. Mackinaw City is a short ferry ride from Mackinac Island, one of the top 10 islands in the world. Cultural exchange is deeply rooted at Audie's. Chef Edgar Jaggi is a Swiss National and his wife, Audrey from England. They met working in the Bahamas, were married in Canada, and eventually settled in Michigan where they purchased Audie's in 1974. The entire family of 7 lived in the restaurant and worked to make it a success. We have hosted many international students as employees, finally last year with the ability to provide housing and a formal arrangement with CIEE.

**Host Website:** <http://audies.com>

**Site of Activity:** Audies Restaurant

**Parent Account Name:** Audies Restaurant

**Host Address:** 314 Nicolet Street Mackinaw City , Michigan , 49701

**Nearest Major City:** Traverse City , Michigan , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

The host/hostess is a personal representation of the service and overall hospitality of the staff of the restaurant. While guests are waiting to be seated or waiting for take-out orders to be ready, it is the job of the host/hostess to ensure that the guests are made comfortable and kept informed of the status of their orders or wait times. In some restaurants, the host/hostess offers drinks to the guests who have to wait. The responsibilities of the hostess include monitoring the open dining sections of the restaurant for empty and cleaned tables, estimating wait times for guests, monitoring the guest waiting list, and ensuring that the needs of the guests are met while they are waiting. The host/hostess is often responsible for answering the telephone, booking reservations and moving tables together to accommodate large parties.

**Typical Schedule:**

Hours will vary with scheduled days off based on restaurant need.

**Seasonal changes to job duties or available hours:** Yes



more hours will be available during peak season, less on the shoulders of the season

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$10.5

**Eligible for Tips:** Yes

hostess may receive tips for carry out orders.

**Estimated weekly wages including tips:** \$367.5

**Bonus:** Yes

Participant must work through September 7th, 2020 to receive a \$100 bonus

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

**Estimated minimum number of hours per week:** 30

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

**Potential fluctuation in hours per week:**

more hours are available during peak season (July 4 - September 19)

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

complimentary shift meal

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No



**Qualifications & Conditions**

Standing for entire shift  
Handling cleaning chemicals

**Job Training required:** Yes

Length of job training:  
2 - 3 days

Hours per week during training period: 24

Different wage during training period: No

Start on specific day of the week: No

Training requirements:  
Hostess must be able to successfully answer telephone, take orders, use POS, process credit cards, make change

**Need to wear uniform:** No

**Dress Code:** Yes

Description:

Dress should be professional. Clothes should be neat, clean and pressed. Clothes & jewelry should not be distracting. No jeans. No beach shoes. Non-skid flats, low-heeled pumps, or plain sneakers are preferred. No strapless or spaghetti straps. Skirts or shorts should be longer than the tips of your fingers. No hats. Cleavage modest. Tattoos and facial piercings should be kept covered or removed during work. No "t-shirts" with slogans or sayings. Hair should be tidy Long hair tied back.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions

**Additional Details about Cultural Offerings:**

1 round-trip ferry ticket to visit Mackinac Island

Free admission to the Mackinac Island State Historic Parks

Free ticket to the Jack Pine Lumberjack Show or a tour on the Ugly Anne History Cruise.

Invitation to attend a family style dinner at a rustic northern Michigan hunting lodge.

**Local Cultural Offering:**

18th century Trade Fair and Rendezvous

Friday night Fireworks

Music in Mackinaw

Beer and Wine festival

Fort Fright

Fall into Mackinaw Festival



Auto shows: Mustangs, Corvettes, Antique, Mini Coopers, Tractors, Semi-Trucks  
The Headlands International Dark Sky Park

## HOUSING AND TRANSPORTATION

**Housing Provided:** Conditional. Housing is provided first come, first served.

**Employer-owned or employer-arranged housing description:**

We have a 3 bedroom home directly behind Audie's Restaurant suitable for up to 7 participants - so this is on a first come first serve basis. The home offers 2 bedrooms with one set of bunk beds and a third bedroom with a set of bunk beds and a single bed. Each bedroom offers a closet and desk. There is a living room with sofa and recliner and TV. A fully stocked kitchen is shared by all participants (range/coffee pot/electric kettle/ refrigerator/microwave/toaster oven. The home has one bedroom. A park is located nearby with basketball court, tennis courts, and a recreation center (membership required). A washer and dryer are located in the basement with additional storage. The address is 112 E Sinclair St. Mackinaw, City, MI 49701. Additional housing options are available such as rooms in local motels: Knights Inn, America's Best Value Inn, The Flamingo and all these options are dorm style.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: No

Description:

Free wifi is available to be used at the restaurant.

Phone Service: Yes

Description:

Mackinaw City offers reliable cell phone coverage.

Kitchen facilities: Yes

Description:

Full kitchen is available at employer provided housing.

Laundry facilities: Yes

Description:

A washer and dryer is located in the basement of employer provided housing.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Rooming requests are provided on a first come, first serve basis.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes



Cost: \$100

Description:

Housing deposit to be made upon arrival by cash.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Upon returning key, bedding and towels and satisfactory final inspection of living space

Details About Deposit Refund:

Cash upon departure

### **Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: A short walk, less than 1 block.

## **ARRIVAL INFORMATION**

### **Arrival Instructions:**

Audie's Restaurant is located in Mackinaw City, Michigan. The closest airport is Pellston Regional Airport (PLN) approximately 30 minutes from Audie's Restaurant in Mackinaw City, Michigan. Also nearby is Traverse City (TVC), but you will need to arrange for travel by bus to Mackinaw City--approximately 2 1/2 hours with a ticket costing \$21. You may also choose to fly into Detroit Metro Airport (DTW) and take a bus (fares starting at \$50) to Mackinaw City--this will likely be the least expensive option but will involve the longest travel time.

We will provide transportation to employer housing from the Mackinaw City Bus Stop or Pellston Regional Airport upon your arrival between 7 AM and 10 PM, provided arrangements are made at least 2 weeks in advance of arrival.

You must arrive on or before June 15, 2021. A shuttle will go the Social Security office and grocery store on June 17th, 2021. After that, a local bus--The Straits Area Regional Ride operates a route between Mackinaw City and Petoskey on Tuesday & Thursday and between Mackinaw City and Cheboygan Monday Thru Friday.

For Travel Confirmation, Please contact Katie Jaggi, [info@audies.com](mailto:info@audies.com)

### **Suggested Arrival Airport:**

Pellston Regional Airport, PLN, Less than 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$0 to \$25

### **If arriving after regular hours:**

### **Suggested After-Hours Accommodation:**

Best Western Plus Traverse City  
305 Munson Ave  
Traverse City, Michigan 49686  
\$75 to \$100

VinDel Motel  
223 W Central Avenue  
Mackinaw City, Michigan 49701  
2314365273



\$50 to \$75

## TRAINING AND ONBOARDING

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

Please advise of any housing requests 1 month prior to arrival and uniform sizing 1 month prior to arrival.

### **Social Security Number:**

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

Details about how to apply for Social Security Number:

A shuttle to the social security office will be provided on June 17, 2021

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

### **Other:**

Wage Payment Schedule:

Paychecks are issued bi-weekly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Excellent hygiene is a must in food service.

Second Job Availability: Yes, likely

Applicable Company Policies:

**MEALS:** No Food is to be prepared & Given to employee without a TOAST ticket with the exceptions of the Jaggi Family & on-duty Managers, along with Cooks on duty. Cooks will be held responsible for food given out without a Toast ticket & will Pay full price. No food of any description or beverage of any kind, including scraps, bear bait etc., is to be taken from premises without approval of management. Audie's reserves the right to inspect any purse, bag, package, or container at any time. Anyone caught stealing will be fired & may be prosecuted. **Washing Hands:** All employees MUST wash hands—after eating, using restrooms, handling contaminated items, before preparing & serving food, etc.—in a hand washing sink, with warm water & soap, drying thoroughly.

**NO SMOKING.** NO alcoholic beverages are to be consumed during a shift. If Nick or Katie would like to offer you an after-work drink because of excellent work during your shift, you may have one from the Welcome Lounge bar only, NO after-work drinks are to be poured or taken from Family Room Bar. No alcohol is to be taken from restaurant in any form of container (to go cup, your personal coffee cup, water bottle, etc). Management may inspect any item at any time if there is a suspicion you may be taking alcohol to go.

**NO ALCOHOL** of ANY kind may be brought onto premises and consumed by any employee or guest. This is a liquor code violation and any employee consuming any alcohol not purchased from the Welcome Lounge bar may be sent home & fired. Anyone arriving for work under the influence will be sent home & or fired. Employees must not be under the influence of non-prescription drugs during their shift;



employees under the influence of prescription drugs including marijuana who are deemed unable to properly do their job will be sent home.

**INJURIES:** If you are injured while working on the clock, you are to report your injury to management immediately. Please let us know what happened and if there were any witnesses. Management will then give you instructions regarding treatment for your injury. If you believe you need medical treatment for your injury, you must seek it under our direction & **BLOOD & URINE SCREENING WILL BE MANDATORY.** All employees will be directed by management to seek treatment in the following manner: Little Traverse Primary Care in Cheboygan for most injuries (stitches, sprains, burns, etc). Management will make your appt & approve your visit. For true emergencies that cannot be handled with an office visit during regular business hours you will be directed by management to an after hours clinic or ER TELEPHONE.

**CALLS/CELL PHONES:** Employees should not receive or place calls during working hours except in the case of emergency. No long-distance calls, no exceptions. If you must make an out-going call, please use line 2 to avoid busy signals for incoming callers.

**CELL PHONES—NO CELL PHONES** in front of the house. IF in your purse, your cell phone **MUST** be set to VIBRATE. You will be warned once. Text MSG & calls must be limited to in the kitchen only. You will be warned once. Kitchen employees and front of the house employees may make calls/text only when time allows. After the first warning, you will be told to leave the phone in your car. Don't ruin it for everyone.

**OFFICES:** ALL back offices are **OFF LIMITS** to employees unless accompanied by a manager. No Exceptions. If you need something from the back, please ask a manager for permission or to accompany you. Thru the years Audie's strives to maintain an atmosphere of trust & respect for each other. Cooperation & 'team spirit' are essential to harmony & a pleasant working environment. If you have a complaint or believe improvement is needed please do not complain & grumble. Rather, try to resolve the problem with your 'teammates'. If this is not possible, do not hesitate in coming to management--the door is always open. Grievances should be handled in the following manner. Kitchen: Dwayne & Nick      All other employees: Tanya, Casey, Mike, KJ

## 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

### **Unavailable:**

Shopping Mall, Internet Cafe