



WORK & TRAVEL USA

## Aramark Asilomar Hotel and Conference Grounds - Dining Server/ Catering Service

### HOST INFORMATION

**Company Description:**

*Love the ocean?*

*Interest in whale watching?*

*Are you interested taking a trip down CA famous Hwy 1?*

*Asilomar State Beach and Conference Grounds "refuge by the seas" is located in the Monterey Peninsula and is a National Historic Landmark since 1987 for its extraordinary arts and crafts architecture as a monument achieve to Julia Morgan's career. Asilomar was known as the first national summer conference camp and hosted the Young Women's Christian Association where the Pacific Coast chapters would gather in 1913 until it was purchased by State Parks in 1956.*

*Asilomar is walking distance from the beach surrounded by other landmarks such as Point Lobos in Carmel, Pfeiffer Beach in Big Sur, and McWay Falls. Season activities include hiking, bird watching, whale watching, bike riding, photography, and monarch butterfly viewing.*

**Some of our staff perks include:**

- *25% discount at the retail store including discounts on lodging for family and friends upon availability*
- *Season event for staff such as summer bbq.*
- *Employees are also entitled to one free meal during working shifts and a recognition program to recognize employees hard work and dedication.*

**Host Website:** <https://www.facebook.com/VisitAsilomar>

**Site of Activity:** *Aramark Asilomar Hotel and Conference Grounds*

**Parent Account Name:** *Aramark Leisure*

**Host Address:** *800 Asilomar Ave Pacific Grove , California , 93950*

**Nearest Major City:** *Pacific Grove, Monterey, San Jose & San Francisco , California , Less than 10 miles away*

### PLACEMENT INFORMATION

**Job Description:**

*Responsible for set up, service, and clean-up of appropriate service items for dining room and banquet style functions and meal services at those functions according to ARAMARK standards and safety and sanitation policies. • Assists in preparing the room for the function as required.*

- *Sets tables and related furniture for special functions.*
- *Serves meals by course and removes dishes when appropriate.*
- *Serves wine at table service.*
- *Sets-up, delivers, and retrieves break carts.*

- Cleans all areas that were used for the special function upon completion and performs any additional cleaning as desired.
- Helps to maintain the buffet storage area in an orderly manner.
- Performs cashier duties for cash bars including completing the cash deposit.
- Sets up, cleans and maintains assigned stations.
- Takes customer's orders, rings order properly and relays order to bartender.
- Assembles and garnishes completed drink order.
- Serves the assembled order and collects cash from customers.
- Accountable for assigned monies.
- Maintains cleanliness of operation per cleaning schedule.
- Assists fellow employees as needed.
- Reports maintenance problems or other problem areas to supervisor as they occur.
- Follows ARAMARK policies and procedures and safety and sanitation policies.
- Follows safety and sanitation procedures.
- Additional tasks and responsibilities may be assigned at the discretion of the manager. Tasks and responsibilities may be added or revised based on the volume of business and the need for the work to be completed at the present time.
- Follows ARAMARK policies and procedures and safety and sanitation policies and procedures and insures compliance with these policies and procedures.
- May be required to work nights, weekends, and/or overtime.
- Employee is responsible for general knowledge of corporate environmental policies and procedures and how they relate to their job functions.
- Employee is responsible for knowing the environmental aspects and associated impacts of their job position. Job specific Environmental Aspects and Impacts will be communicated by Dept. Managers during EMS training and/or pre-shift meetings.
- Environmental objectives and targets will be communicated by dept. managers for each dept. during EMS training and/or pre-shift meetings.
- Employee will have no less than 1 performance review per year to include an evaluation of performance standards as they relate to work instructions addressing their department's environmental aspects. Employee will be aware of environmental objectives and targets within their department and how the objectives and targets affect their job performance.
- All other duties as assigned

**Typical Schedule:**

No schedules are set. All associates are scheduled based on the business levels and seniority. Most senior employee gets scheduled first and the less senior employee gets scheduled last.

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

Hours will change based on business levels (increase or decrease) Hours/days will change based on seniority of the individual (per union contract)

**Drug Test required:** Yes

## COMPENSATION

**Hourly Wage:** \$19.13

**Eligible for Tips:** Yes

Never ask guest for tip. Guest may leave a tip at table based on service associate provides. Any gratuity will be automatically added onto check. Do not accept alcohol as a form a tip, no tip jars.

**Estimated weekly wages including tips:** \$612

**Bonus:** No

\* 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:**

Fluctuation of hours per schedule will depend on business levels (increase or decrease) and seniority of the associate. There will be a time for season ramp up and season ramp down that will occur.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Employee discount in the cafe and retail store, lunch and dinner free every day through employee dining room, union representation.

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+: No**

**Previous Experience required: No**

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. Items tables, racks, chairs, boxes, etc.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

May be required to drive cart to travel around property.

**Job Training required:** Yes

Length of job training:

2 week

Hours per week during training period: 25

Different wage during training period: No

Start on specific day of the week: Yes

Thursday

Training requirements:

Each associate will be assigned to partner another associate from the same classification in order to get the necessary training needed to do the job within two weeks or less if the associate seems prepared. A food handlers certification is required which needs to be completed before training is done. Course and exam is about 1.5 hrs and must pass in order to work in this position.

**Need to wear uniform:** Yes

Uniform Policy:

Must wear uniform provided at all times otherwise associate maybe be subject to disciplinary action. Uniform must always be clean when working. Job requires to purchase slip resistant shoes, black slacks, and white button down shirt. Uniform which do not have to be purchased will be provided by Asilomar.

Cost of uniform: \$50

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

Associates that are not in full uniform may be sent home and may be subject to disciplinary action. Management reserves the right to further restrict an associate's appearance/dress if it is deemed offensive, inappropriate, or a safety hazard. It must be adhered to before you clock-in and until after you clock-out at the end of your shift. Failure to do so will result in disciplinary action. Full uniform policy will be provided upon first day of employment.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Company Parties, Holiday Events, Karaoke Nights or Talent Shows, Movie or Game Nights, Potlucks or Dinners, Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, MCHA EAD, MCHA Employee Luncheon, Explore National Parks, Monterey County Fair, Monterey Bay Aquarium

**Additional Details about Cultural Offerings:**

Asilomar is located in the city of Pacific Grove and we host employee events such as safety parties, summer BBQ, and more. Asilomar is also part of the Monterey County Hospitality Association that hosts special events for employees. The Aquarium offers a discount during summer time.

### **Local Cultural Offering:**

- Point Lobos State Natural Reserve in Carmel off HWY 1 is free to visit and only pay for parking inside the park
- Pebble Beach and the famous 17-Mile Drive
- The annual Car show also known as the "Concours d'Elegance" hosted all over the Peninsula with guests coming from all over the world

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

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

Housing is assigned first come first serve. No housing requests accepted. Each room is a 4 room occupancy one designated for girls and one for boys. Each room will have a dresser, closet, and additional storage space for each person. Pack only necessary items as you will be sharing the storage space. Food in housing must be stored in containers to void pest infestation. Individuals in each room are responsible for cleaning after themselves when spilling food, taking out trash, and maintaining a clean room for all residents. Under no circumstances is cooking allowed in the room, do not buy a counter top stove. No alcohol is allowed in housing units. Lodge pool may be used on days when guest is not using and not a full occupancy, please use your discretion to allow our guest to enjoy the pool. Amenities include fridge, bedding/ linens provided, microwave, private bath, heater, security, smoke detectors. Housing address is the same as worksite: 800 Asilomar Ave. Pacific Grove, CA 93950 Smoking is prohibited inside Employee Housing. Smoking is only allowed in designated areas. At no point in time are Tenants allowed to smoke in guest areas on property or where they may be visible to guests. Designated areas are at least 25 feet from any building entrances, air intake ducts, windows, and/or bay doors. All cigarette butts must be disposed of in the appropriate trash receptacles and not tossed on the ground. It is illegal for any tobacco product (including cigarettes, cigars and e-cigarettes) to be sold to anyone under 21. In accordance with this legislation, Tenants who are 21 years of age may smoke in designated areas. Tenants who are under 21 may neither possess nor use tobacco in the Housing area or on Aramark managed properties. It is illegal for those of legal age to purchase or provide tobacco products for those under the age of 21. Distribution, sale or providing tobacco to minors is expressly prohibited. Failure to follow these guidelines will result in disciplinary actions and possible loss of housing privileges.

**Lease Agreement:** Yes

### **Onsite Amenities:**

**WiFi:** Yes

**Description:**

Guest WiFi available to use for students free of charge

**Phone Service:** Yes

**Description:**

No landlines in rooms, HR landline available if needed. Use personal cellular device if student would like to get US service.

**Kitchen facilities:** No

**Description:**

Students will be provided a free lunch/dinner meal every day. Student will be responsible for providing breakfast meal. Under no circumstances is cooking allowed in room, do not buy counter top stove.

**Laundry facilities:** No

**Description:**

We do not have onsite laundry facility. Students must travel to the nearest laundry-mats. The Grove Laundry P.G. Wash & Dry

### **Occupancy Requirements for Provided Housing:**

**Minimum Occupancy Per Room:** 1

**Maximum Occupancy Per Room:** 4

**Suggested Occupancy Per Room:** 1 - 4

*Rooming Arrangement Description:*

*Rooms are assigned by same gender with a max occupancy of 4 people per room. No housing request are taken at this location. Room assignment is done as student arrives to the property. Bedding is a twin size for each individual with a dresser, closet, and additional storage to use which will be shared by all residents. Employee housing will be assigned to a specific building on site.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$105*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Walking distance from work site*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Housing and worksite are located on the same property. Biking or walking is the best option and it would be between 3-5 minute bike trip.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

1. Monterey Regional Airport (MRY) Address: 200 Fred Kane Dr, Monterey, CA 93940 Phone: (831) 648-7000

*Monterey Regional Airport is three miles southeast of Monterey, in Monterey County about 20 minutes from Asilomar Conference Grounds if you take taxi/ Uber/ Lyft. Transportation on a public bus is about 1.5-2 hrs from the airport to Asilomar. Asilomar does not have transportation so a taxi or bus ride would have to be secured in order to get to the property. Airport is small so flights are limited. For detail information please visit Monterey airport site <https://www.montereyairport.com/>*

2. Norman Y. Mineta San Jose International Airport (SJC) Address: 1701 Airport Blvd, San Jose, CA 95110

*Norman Y. Mineta San Jose International Airport is a city-owned public airport in San Jose, California, United States. To get to Asilomar from the San Jose airport is about 1.5-2 hr on a personal vehicle. You would be required to take a taxi/ Uber/ Lyft or bus service. Because of the traveling distance, best option to get from the airport to Asilomar would be to use a bus service or Amtrak. For more information on transportation please visit <https://www.flysanjose.com/public-transit>.*

Flight confirmation should be submitted by **May 1, 2024** prior to arrival to the United States. Your travel information **MUST** be sent to Samantha Maxwell at maxwell-samantha@aramark.com, 831-642-4211. Please ensure the information is sent correctly to assure you arrive safely.

**Suggested Arrival Airport:**

Monterey Regional Airport, MRY, Less than 10 miles

San Jose International Airport, SJC, Over 50 miles

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Rosedale Inn  
775 Asilomar Ave  
Pacific Grove, California 93950  
<http://www.rosedaleinn.com/>  
831-655-1000  
\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Hiring documents should be completed through the company website at [www.aramark.com](http://www.aramark.com) after they have been given an offer letter and completed background check.

**Social Security Number:**

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

Details about how to apply for Social Security Number:

Upon arrival, you will receive information for the date of trip to the Social Security office in Salinas, CA. Transportation will be provided to those students that need to apply for a social for the first time. An application for a social security number will also be provided prior to the trip that will need to be completed before arriving to the Social Security office. \* If you already have a social security number, please make sure you travel with it. Failure to bring social will require you to apply to receive a copy of your social security card.

Nearest SSA Office: Salinas, California, Less than 25 miles

**Other:**

Wage Payment Schedule:

Asilomar employees are paid weekly on Wednesdays. You will have the option to sign up for a pay card, direct deposit or paper check. \* You will have the opportunity to open a bank account once you arrive to the US.

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*All tattoos and body piercings must always be covered. Facial hair must be shaved and if working with food hair must always be tied if long and wear hat/hairnet. All positions require to wear black slip resistant shoes. Uniforms will be provided onsite unless specified by manager when there is a specific uniform that must be purchased on your own. More details will be provided in the employee handbook obtain the first day of employment.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

- *No cell phones during work hours*
- *Smoking is only allowed at the loading dock behind Crocker . No smoking in housing.*
- *Time off must be request at least a week an advance before Monday when new schedule is posted*
- *No weapons of any kind are allowed on property*
- *Do not feed the wild life*
- *Drugs in housing are prohibited*
- *No drinking allowed during work hours*
- *Consumption/ having alcohol in housing unit is strictly prohibited*
- *No unapproved overtime is allowed*
- *Must wear slip resistant shoes and uniform used specific for job*
- *Insubordination such as refusal to perform any job or work assignment given my supervisor or manager will be subject to disciplinary actions*
- *Sleeping or dozing on the job is prohibited*
- *leaving your work area without job assignment or approval from manager is prohibited*
- *Failure to pass drug test will be an automatic termination of employment*
- *Work schedule is done based on business levels and seniority (union account)*
- *Union Details:*
  - *Initiation is \$196 for cooks/bakers and maintenance*
  - *Initiation is \$161 for all other jobs*
    - *Monthly dues is \$50.90 for cooks/bakers/maintenance*
    - *Monthly dues is \$50.40 for all other jobs*
  - *Initiation (if applicable) will come out in its entirety the third paycheck of the month following 30 days of employment*
  - *Dues come in out their entirety the third paycheck of each month starting the month following initiation*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Post Office, Restaurants, Internet Cafe*

***In Town, Requires Transportation:***

*Food Market, Shopping Mall, Bank, Fitness Center, Internet Cafe, Public Library*