



Hotel Earl of Charlevoix - Food and Beverage Server

HOST INFORMATION

Company Description:

The Earl, built in 1959 by famed architect Earl Young and originally named Earl Young's Weathervane Lodge, was redesigned in 2019. The Earl is a historic, boutique hotel full of charm and unique features making it a truly one-of-a-kind lodging experience marrying the past and the present. Our goal at The Earl is to take the allure of a historic hotel and mix it with the modern sensibilities and hospitality that today's guests expect. Ownership was very passionate about preserving the original architecture and details Earl Young utilized throughout the original construction, while incorporating new elements to emulate his original concept.

As an employee of the Earl, you can expect a balance between an exciting fast paced work environment and a casual lifestyle community.

As a community located along the shores of Lake Michigan and Lake Charlevoix, water activities are among the very finest. Fishing, swimming, or hiking along the beach or sand dunes are all within walking distance of the Earl.

Great restaurants, shopping and a marina are all within walking distance.

Employee benefits include discounted room rates at our managed hotels (based upon availability).

Charlevoix is a destination for all seasons. Voted one of the top ten most beautiful towns and top ten public spaces in America, Charlevoix is truly the top place to vacation.

Host Website: <https://www.hotelearl.com>

Site of Activity: Hotel Earl of Charlevoix

Parent Account Name: Hotel Earl of Charlevoix

Host Address: 120 Michigan Avenue Charlevoix, Michigan, 49720

Nearest Major City: Petoskey, Michigan, Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Great physical strength, stamina, and the ability to work fast under constant pressure

Attention to detail and the ability to multitask

Food and Beverage Menu knowledge

Good verbal and written communication skills

Great customer service skills

Must be able to handle cash transactions responsibly

General math skills

Ability to maintain cleanliness and proper sanitation

Prepare light food service items

Setup of rooftop bar area
Cleaning of Pantry and service areas after each shift
Must be of legal age and familiar with alcohol restrictions and laws

Typical Schedule:

Monday-Sunday Breakfast Shift: 7:30am-11:00am Bar Shift: 2:00pm-11:00pm Hours and days will vary depending on occupancy and weather.

Seasonal changes to job duties or available hours: Yes

Hours are based upon occupancy and weather

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Solicitation of tips is prohibited. Students will receive 15% of bartender's charges tips. Cash tips in the bar area are at the discretion of the bartender.

Estimated weekly wages including tips: \$750

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: 45

Potential fluctuation in hours per week:

Occupancy and weather conditions

Average number of hours per week reached by last year's seasonal employees: 45

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

moving cases of beer, bus tubs,

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

one week

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

TIPS certification provided on site

Need to wear uniform: Yes

Uniform Policy:

Uniform shirt will be provided. Black pants/shorts, black socks, slip proof shoes to be provided by employee

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

clean and wrinkle free attire

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Trips to Major City, Shopping Trips, Movie or Game Nights, Holiday Events, Company Parties, Mushroom House Tour

Additional Details about Cultural Offerings:

The Earl is a family owned and operated business whose mission is to provide the finest hotel working experience in America. After three plus years of operation our commitment to excellence remains unchanged. We facilitate employee growth and is managed with the utmost integrity.

Local Cultural Offering:

Charlevoix offers many exciting social events throughout the summer. From Thunder over Boyne to Venetian nights, weekly farmers market to concerts in the park; there is never a dull moment.

<https://www.visitcharlevoix.com/Summer>

<https://www.visitcharlevoix.com/History-Culture>

HOUSING AND TRANSPORTATION

Housing Provided: *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).*

Employer-owned or employer-arranged housing description:

Housing is 3 miles from the work site. Amenities: TV, refrigerator, kitchen, bedding/linen provided, A/C, microwave, utensils, separate male and female bathrooms, internet, bicycles. All mail should be directed to: Students Name Hotel Earl 120 Michigan Avenue Charlevoix, MI 49720

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

Complimentary

Phone Service: Yes

Description:

Cell Phone - all students will need to have access to a US email account or cell phone number. This is needed to establish a bank account.

Kitchen facilities: Yes

Description:

Shared full kitchen in a common area. Students are responsible for personal items and items for personal consumption.

Laundry facilities: Yes

Description:

Washer and Dryer. Students must provide own detergent and dryer sheets.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

Each private room will accommodate two of the same sex occupants. The housing unit is co-ed

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: Bikes will be available for FREE-TIME use only. Employer will provide safety gear and information on rules of the road.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: Employer transportation will be provided daily to and from housing and the worksite for each shift.

ARRIVAL INFORMATION

Arrival Instructions:

Transportation from the Pellston Regional Airport or Traverse City (Cherry Capital Airport) to housing will be provided complimentary. We will pick you up based upon your arrival flight information. The trip from the airport is about one hour.

Your best major airport connection to Pellston or Traverse City is through Detroit Metro (DTW)

Please have all flight information 14 days prior to your arrival. This information should be sent to:

Edward Smith

edward@hishotels.com

248-463-0291

Suggested Arrival Airport:

Cherry Capital Airport, TVC, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$100 to \$150

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hotel Earl
120 Michigan Avenue
Charlevoix, Michigan 49720
hotelearl.com
2484630291
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

All on boarding will take place the day after arrival. Please be sure to bring with you the following documents:

1. Valid Visa
2. Valid Passport
3. DS 2019
4. Offer letter
5. Drivers License
6. Social Security Card (if you already have been issued).

Social Security Number:

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

Details about how to apply for Social Security Number:

Once onboarded, a shuttle will be arranged to transport you to the Social Security office.

Nearest SSA Office: Petoskey, Michigan, Less than 25 miles

Other:

Wage Payment Schedule:

Pay is bi-weekly and via direct deposit. If you are a tipped employee all charge tips will be added to your paycheck. Weekly housing fees will be automatically deducted from your paycheck.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

All information regarding standards is provided in the employee handbook. This is issued during the onboarding process.

Second Job Availability: Yes, likely

Applicable Company Policies:

An employee handbook will be provided during the onboarding process.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Internet Cafe, Public Library

Walking Distance from Housing:

Restaurants

In Town, Requires Transportation:

Shopping Mall, Post Office, Bank, Fitness Center, Public Library