



WORK & TRAVEL USA

## Seattle Golf Club - Food & Beverage Server

### HOST INFORMATION

**Company Description:**

*Established in 1900, the Seattle Golf Club offers members and their guests a welcome respite from outside distractions and an historic clubhouse that overlooks Puget Sound and the Olympic Mountains.*

**Play where you work** – *Enjoy golf privileges at one of the most reputable and prestigious golf courses on the West coast. Enjoy fun all-staff events that include a day at a Mariner's game and a summer pool party. Additionally, SGC offers free meals, free uniforms, free industry related education opportunities.*

**Build your resume** – *Seattle Golf Club is recognized as the prominent private club in the PNW, showing future employers you have a standard for excellence and that you have worked among the very best. SGC builds its team from within and helps our staff grow professionally, no matter the career path you aspire to.*

**Culture** – *Seattle Golf Club proudly boasts a number of long tenured employees. The culture of the staff and the membership is unlike any other. We provide a professional, caring and kind environment with a true dedication to making our staff's lives better.*

**Variety** – *In addition to our daily services, SGC hosts some of the most illustrious events in the area, including a full member golf event calendar, unique member dining events, weddings, holiday celebrations and more!*

**Work outside** – *Enjoy magnificent views of our first-class golf course, our historic clubhouse, the Olympic Mountains and the Puget Sound.*

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

**Site of Activity:** Seattle Golf Club

**Parent Account Name:** Seattle Golf Club

**Host Address:** 210 NW 145th St Shoreline , Washington , 98177

**Nearest Major City:** Seattle , Washington , Less than 10 miles away

## PLACEMENT INFORMATION

### **Job Description:**

*Fine Dining Servers | attentive, self-starting, diligent, and charismatic service professionals to accurately provide casual, banquet, and fine dining service.*

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

*Preferred 2 years of hospitality and / or high-end service establishment.*

*Must be minimum age to serve alcohol.*

*Extensive Food and Wine knowledge preferred.*

*Cleanliness, organization, and the ability to work well in a team situation are crucial to this position.*

*Applicants must possess a strong dedication toward learning, and motivation to progress in a fine dining environment.*

*Fantastic Customer forward mentality.*

*The desire to always do your best.*

*Calm under pressure.*

*Must be impeccably groomed, maintain good hygiene, good posture, and have required uniform and tools.*

*EARLY MORNING/AFTERNOON / EVENING AVAILABILITY PREFERRED. Full-time and Part-time hours available. Must have Food Handler's Permit and MAST Permit or willing to obtain one. Must be minimum age to serve alcohol.*

*ESSENTIAL JOB FUNCTIONS: (Includes but is not limited to the following duties. Other duties may be assigned):*

- Understands and performs job duties to the expectations of Seattle Golf Club standards*
- Oversees and assists the entire front of house team with all elements of service. Takes ownership of the event space, knowing the names and preferences of their guests/members, greeting, seating, running, bussing, re-setting etc.*
- Executes and facilitates service in cooperation with other Servers, Bartenders, and managers.*
- Describes dinner/food/beverage features as needed, including menu changes and daily additions.*
- Participates in Pre-Shift meetings and learns new menu items and specific event details.*
- Takes food and drink orders and provides setups and service for guests dining in the event space.*
- Accurately enter orders in POS.*
- Sets up event per BEO and Manager directions this includes arranging and placing tables, chairs accordingly to floor plan*
- Set tables with determined china, glassware, silverware per menu.*
- Busses tables.*
- Stocks back up mis en place for event*
- Pours and refills Water, takes drink order, pours wine, deliver cocktails to guest*
- Performs Bread service.*
- Prepares and serves coffee and tea.*
- Maintains the cleanliness of the dining room.*
- Stocks and organizes linen.*
- Polishes china, glass and silverware.*
- Assists in serving and clearing all food courses*
- Breaks down and returns equipment to assigned location and resets event floor to original floor plan*
- Ensures garbage, compost, recycle is cleared at end of each event*
- Maintain a clean, safe environment all times in the facility (coffee bar, event floor, furniture, BOH).*
- Ability to reach, bend, stand, walk for extended periods of time*

No additional gratuity, tips, or service charge.  
Hourly rates guaranteed.

**Typical Schedule:**

Shift duration: 6 hours (min.) to 12 hours (max.) Tuesday to Sunday, occasionally Monday 10 am-12am Earliest start – May 1 Latest start – June 21 Earliest end – August 1 Latest end – September 15

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

Occasionally, there might be an earlier start - 5:30 am and/or a later end time 1am/2am. Whenever that will be the case, there will be 3 different shifts: opening, mid and closing.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$480

**Bonus:** No

\* All figures above are pre-tax

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

**Estimated minimum number of hours per week:** 20

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

**Potential fluctuation in hours per week:**

Number of events, level of a la carte business in any giving work week. Minimum number of hours is guaranteed and represents the a la carte business, without special events.

**Average number of hours per week reached by last year's seasonal employees:** 30

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Free meals, free partial uniform, free golf.

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Carrying food & beverage trays, moving furniture (tables, chairs) for setting/re-setting dining areas*

*Working outdoors*

**Job Training required:** Yes

*Length of job training:*

*4 to 5 shifts: breakfast, lunch, dinner, event*

*Hours per week during training period: 25*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*WA state Food Handler's card MAST12 or MAST13*

**Need to wear uniform:** Yes

*Uniform Policy:*

*SGC issues the following: White long sleeve shirt Black short sleeve shirt Black Apron Black Tie Employee Responsibility: Black pants with belt loops – no off black or fading. Nothing too tight/revealing or overly baggy. No jersey material or yoga/exercise pants, no jeans or denim, leggings, jeggings, cargo style, or athletic/ athleisure attire Belts MUST be black with a conservative buckle. Socks MUST be black, even if covered by pants. Shoes and laces MUST be all black.*

*Cost of uniform: \$75*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Always clean and spot free Shirt - Long sleeve shirt is buttoned up. If collar buttons are present, make sure they are buttoned up as well. Always tucked into pants. Pants - there should be a decent amount of fabric skimming your shoes, covering about ¾ of the laces on your shoes and your socks are never visible when you walk. Cropped pants may be worn only in the summer. - Shoes: White soles are*

acceptable from Memorial Day to Labor Day. Shoes must be wipeable/polishable and non-slip.

## CULTURAL OPPORTUNITIES

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

*Company Parties, Sporting Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

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

*Experience America's Pastime favorite sport and cheer on the Mariners at T-Mobile Park in Downtown Seattle!*

*Enjoy a day full of fun & games & food at the local Highlands Pool.*

*At SGC you'll receive formal training whenever you're on the Grounds Crew, working inside the Clubhouse or golfing.*

### **Local Cultural Offering:**

**<https://secretseattle.co/seattle-museums-free-admission-days/>**

**Seattle Art Walks. Details: <https://secretseattle.co/seattle-art-walks/>**

**Urban Hikes**

**Festivals - Bite of Seattle, Seafair, Tattoo Festival, Capitol Hill Block Party, Bumbershoot**

**Recommended website:**

**<https://secretseattle.co>**

## 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:**

Your provided housing is located on the campus of Shoreline Community College. The apartment building, 7000 Campus Living, has an address of: 16101 Greenwood Ave N, Shoreline, WA 98133. While at 7000 Campus Living, you will have several different amenities to make your stay as comfortable as possible. Each unit will come fully furnished with a bed, desk/chair, wardrobe, a shared full kitchen, and a shared living room set. Each unit comes with its own bathroom as well. Outside of the apartment building there is a community courtyard for your enjoyment. On the campus of the college, there is also a library and a fitness center.

**Lease Agreement:** Yes

**Onsite Amenities:**

**WiFi:** Yes

**Description:**

The WiFi username and password will be provided upon arrival to your apartment.

**Phone Service:** Yes

**Description:**

Outside of the participants' personal cellular device, there will be a landline phone in the lobby of the apartment building for emergency use.

**Kitchen facilities:** Yes

**Description:**

Every apartment building has a shared full kitchen. This includes a full kitchen set with a large refrigerator, stove/oven, and dishwasher.

**Laundry facilities:** Yes

**Description:**

The shared laundry room is located on the first floor. Access instructions to the room will be given upon arrival to the apartment.

**Occupancy Requirements for Provided Housing:**

**Minimum Occupancy Per Room:** 1

**Maximum Occupancy Per Room:** 5

**Suggested Occupancy Per Room:** 1 - 5

**Rooming Arrangement Description:**

The apartments at 7000 Campus Living are individual apartments, within one building, with common shared areas. There are many different floor plans ranging from shared studios up to a 4 bedroom apartment. Due to arriving during college season, apartments will be assigned as they are available. You may request to live with your friends/partner; however, due to arriving late in the season, we may not be able to accommodate your request.

**Provided Housing Cost:**

**Required to Pay for Provided Housing:** No

**Utilities Costs:** No

**Housing Deposit:** Yes

**Cost:** \$0

**Description:**

*Seattle Golf Club will cover the housing deposit in full. Any issues with the apartments will result in a payroll deduction for damages from the employee held responsible.*

*Housing Deposit Refundable: No*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: 30 to 45 minutes*

*Description: Your commute is approximately 1.6 miles. When leaving your apartment, head South on Greenwood Ave N. Once you reach N 145th St., turn right. When you arrive at the stop sign, veer right to your destination.*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: Yes*

*Bicycles are not provided: No*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Sidewalks/bike lanes are along this route. When leaving your apartment, head South on Greenwood Ave N. Once you reach N 145th St., turn right. When you arrive at the stop sign, veer right to your destination.*

*Local Bus, Subway or Train*

*Estimated commute time: 15 to 30 minutes*

*Estimated cost: \$2.75*

*Total: Yes Per Day: No*

*Description: Catch either the southbound #5 or #345 bus from Shoreline Community College. Cash or a pre-loaded ORCA pass are accepted. Stay on the bus until you arrive at Greenwood Ave N & N 145th St. Exit, then walk West on N 145th St until you reach the stop sign. Veer right at the sign to your destination.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Once your travel itinerary has been booked, we will set aside time to personally meet you at the airport when you arrive. When you land, you can call/text Kipp Johnson (651-271-0359) and Adriana Cunningham (206-280-6721) who will be awaiting your arrival in the baggage claim area of the airport. We will take you to your apartment to get you settled in and make sure you have everything you need for your stay.*

**Suggested Arrival Airport:**

*Seattle-Tacoma International Airport, SEA, Less than 50 miles*

**Estimated cost of transportation to worksite from suggested airports: \$50 to \$75**

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Hilton Seattle Airport & Conference Center  
17620 International Blvd  
Seattle, Washington 98188

[https://www.hilton.com/en/hotels/seaahhh-hilton-seattle-airport-and-conference-center/?SEO\\_id=GMB-AMER-HH-SEAAHHH&y\\_source=1\\_MTlyMDgxMC03MTUtG9jYXRpb24ud2Vic2l0ZQ%3D%3D](https://www.hilton.com/en/hotels/seaahhh-hilton-seattle-airport-and-conference-center/?SEO_id=GMB-AMER-HH-SEAAHHH&y_source=1_MTlyMDgxMC03MTUtG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

206-244-4800

\$75 to \$100

Best Western Seattle Airport Hotel  
20717 International Blvd  
Seattle, Washington 98198

[https://www.bestwestern.com/en\\_US/book/hotel-rooms.48077.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:48077](https://www.bestwestern.com/en_US/book/hotel-rooms.48077.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:48077)

206-878-3300

\$75 to \$100

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Seattle Golf Club uses an on-line Onboarding service called PAYLOCITY and a scheduling free app called SLING.

Participants will receive an invitation with instructions via provided email.

Seattle Golf Club provides following uniform:

**Food & Beverage Department:** shirt, apron, tie. Participants need the following on their first day of work: black shoes (athletic style is allowed, however all logos must be black (e.g. no pink NIKE swish), black socks, black pants (no jeans, no cargo pants, no yoga pants, no shorts allowed), black belt with conservative buckle that must be worn if pants have belt loops).

**Grounds Department:****Social Security Number:**

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

Details about how to apply for Social Security Number:

From Seattle Golf Club Public Transportation, bus # 345, travel time 23 min. Walk .6 miles from Seattle Golf Club to #345 station @ Greenwood Ave N & N145th St; ride 6 stops; get off @ N 135th St & Linden Ave N; walk .3 miles to 13510 Aurora Ave N B, Seattle Biking travel time 9 min. Head south Boundary Ln Turn left Boundary Ln Turn right onto Boundary Ln Turn left onto NW 145th St Turn right onto Linden Ave N Turn left onto N 137th St Turn right onto Aurora Ave N Turn left Turn right From Housing Address Public Transportation, bus #345, travel time 15 min. Start @ the Colledge walk 1 minute to #345 bus station @ N Innis Arden Way & Greenwood; ride 10 stops; stop @ N 135th St & Linden Ave N; walk .3 miles 13510 Aurora Ave N B, Seattle, WA 98133. Biking Directions, travel time 10 minutes, 1.8 miles Head south on Greenwood Ave N toward N Innis Arden Way Turn left onto N 145th St Turn right onto Linden Ave N Turn left onto N 137th St Turn right onto Aurora Ave N Turn left Turn right

Nearest SSA Office: Shoreline, Washington, Less than 10 miles

**Other:**

Wage Payment Schedule:

Semi-monthly direct deposit



*Meal Plan: Optional*

*Estimated Cost Per Day: \$0*

*Meal Plan Description:*

*Participants are offered free meals and nonalcoholic drinks, coffee and hot tea every day they are scheduled.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*No strong-smelling perfume, cologne, or other products. Hair should be styled and kept. Long hair must tidy and restrained (tied back). Hair color must be a natural color. Facial hair should look well-kept intentionally. No 5 o'clock shadow or neck beards. If makeup is worn, it should be conservative and tasteful. Nails are short, well-groomed, and clean. Polish must be a conservative color and not chipped. Appropriate earrings are allowed but must be safe when working near food.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*The use of any **Personal Electronic Device (PED)** for making or receiving phone calls is strictly prohibited at all facilities of the Club except for the following: While seated inside a licensed vehicle in the Seattle Golf Club parking lots. While in the locker room. In the case of a medical emergency. All ring tones must be turned off or switched to always vibrate mode while on Seattle Golf Club premises. As an SGC Front of the house staff member while on the floor for a schedule shift, the use of PED is strictly prohibited.*

***Seattle Golf Club is a non-tipping facility.** When a guest offers a gratuity say, "No thank you, it is my pleasure to serve you." If a guest insists, accept and return to Manager on Duty.*

***Seattle Golf Club Employee Golf Guidelines** - All SGC staff can enjoy golf on Mondays after 1 pm and Saturdays after 4:30 pm*

*All staff using the course are expected to have some experience playing the game, a basic understanding of how to play, and a thorough knowledge of the rules, etiquette, and courtesies of the game. If you don't, start on the practice tee, take a free lesson or caddie for someone to learn the game properly.*

*The Pro Shop Staff have the full authority in all matters of employee golfing. Please follow their instructions.*

*Dress Code: Following is not allowed: jeans of any type, cargo style pants. **MEN:** golf shoes, long or short sleeve shirts with a collar, slacks or Bermuda style shorts which are not more than 4 inches above the top of the knee. **Women:** golf shoes, blouses, sweaters, skirts, and slacks or Bermuda style shorts or skirts which are not more than 4 inches above the top of the knee.*

*Cell Phone Policy: Any use of your phone on the Club premises is strictly prohibited, including on the course. Failure to comply this rule will result in a loss of golf privileges.*

## COMMUNITY AMENITIES

### **Walking Distance from Worksite:**

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*

### **Walking Distance from Housing:**

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*

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

*Shopping Mall*

