



## The Shirt Factory at 53 Rehoboth - Retail Employee

### HOST INFORMATION

#### **Company Description:**

*Welcome to The Shirt Factory!*

*We provide beach apparel and supplies to tourists visiting the area. Our store customize shirts so customers can choose their own designs, personalizing their Rehoboth Beach souvenirs. We also sell a selection of higher quality merchandise (brands including: Life if Good, Huk and Salt Life ). Aside from clothing, we sell beach chairs, umbrellas, and everything to complete your typical beach stay.*

*Every summer we have weekly events in the area including beach bonfires, movie night at the bandstand, live music on the weekends and access to the state parks and beaches. Every fourth of July, there are parades and firework displays that we encourage students to see. Public transportation in the area is inexpensive and easy to navigate. The local bus line will take you down the coast from Rehoboth Beach to Ocean City or from Rehoboth to Philadelphia to spend a day in the city.*

*Working at The Shirt Factory will allow you to spend your summer at the beach with fun activities that allow you to interact with the local community and the tourists who travel to see the beaches.*

#### **Staff Perks:**

- *Our store is located just a few minutes from the main beach and surrounded by lively and energetic local businesses.*
- *We provide housing!*
- *30% discount on everything in the store.*

**Host Website:** <https://sunsationsusa.com/alsovisit/the-shirt-factory/>

**Site of Activity:** *The Shirt Factory at 53 Rehoboth*

**Parent Account Name:** *Rehoboth Sunsatioons INC*

**Host Address:** *53 Rehoboth Avenue Rehoboth Beach , Delaware , 19971*

**Nearest Major City:** *Philadelphia , Pennsylvania , Over 50 miles away*

### PLACEMENT INFORMATION

#### **Job Description:**

*Duties include but are not limited to:*

- *customer service: we expect employees to be able to help our customers find whatever they need and greet customers when they enter the store. We also ask that employees have a general knowledge of the stores set up and its merchandise.*
- *organization: Keeping the store clean is a top priority. This includes refilling merchandise, keeping the store swept and sanitizing commonly touched products. Cleaning is a part of the job and everyone will take turns doing their part*
- *register skills: Everyone will be trained to work on the register. Basic math skills are needed for this and if you require any assistance,*

*please let us know.*

*-lifting 30lbs (13 kg): we will get shipments throughout the summer that require employees to help move boxes from the street into the back of the store. We do have hand carts to help with the process but everyone should be able to lift 30lbs minimum.*

*- a positive attitude!*

**Typical Schedule:**

*Monday through Sunday we are open 8 AM - 11 PM Shifts typically last 8 hours but you may to request to work double shifts.*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** Yes

*We have an option for students to learn to do henna body art or hairwraps. Tips are earned individually. Employees typically make 20-50\$ in tips a day when they have a busy day of henna and hairwraps.*

**Estimated weekly wages including tips:** \$640

**Bonus:** No

*\* All figures above are pre-tax*

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

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

**Estimated maximum number of hours per week:** 70

**Potential fluctuation in hours per week:**

*Hours depend on how you perform as an employee. We evaluate based how much responsibility you are able to take on, attitude and several other factors.*

**Average number of hours per week reached by last year's seasonal employees:** 55

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Employees each have a 30% discount on everything in the store*

## JOB REQUIREMENTS

**English Level required:**



**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

moving boxes between stores

Standing for entire shift

Handling cleaning chemicals

**Need to wear uniform:** Yes

Uniform Policy:

Each employee will be issued a t shirt for their daily uniform. The first one will be free, any additional ones will have a seperate charge

Cost of uniform: \$10

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

We ask that all employees appropriately. On men and women shorts should not be ripped or too short. Everyone should show up clean and prepared for the day with comfortable footwear.

## 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, Sporting Events, Company Parties, Movie or Game Nights, Potlucks or Dinners, Shopping Trips, Holiday Events

**Additional Details about Cultural Offerings:**

**E-Point Student Travel Center**

<http://trips.ocstudentcenter.com/>

**All Friends**

<http://www.allfriends.co/>

Local church events offer food, pot lock dinners, and celebrations for students weekly!

Saftey event - free bike helmets, lights and locks once a month

**Local Cultural Offering:**

DelDot ( Delaware Department of Transportation) offers students the opportunity to BORROW a bike for the summer rather than purchasing their own. For more information, please contact:

**bicycles4students@gmail.com.**

## 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:**

You will be assigned to a room ahead of time but may pick any free bed within that room. Each bed has a mattress protector, a set of sheets (fitted sheet and flat sheet), a pillow, a pillowcase, and a comforter. If you would like additional sheet sets or pillows, we can help find affordable options for you. Please keep track of all the items included with your bed, we will check that all are accounted for at the end of the summer. The kitchen has abundant cabinet space that is first come first served, the same goes for the refrigerators. Please remember this is a shared space. You will be provided with kitchen appliances (listed at the bottom) and plates, silverware, pots, pans, and basic cleaning supplies. The common area has a sitting area and a television that is to be shared amongst housemates.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Wifi is provided.

Phone Service: Yes

Description:

Students will have reliable cellular service to be able to contact CIEE in case of emergency.

Kitchen facilities: Yes

Description:

Kitchen Includes: 2 refrigerators sink dishwasher microwave coffee Keurig water kettle dishes silverware pots and pans cleaning supplies

Laundry facilities: Yes

Description:

Laundry machines are provided in-house.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

*We have two rooms that are gendered (one only girls, one only boys), one room that is co-ed (you will only be placed here if you request this option), and one room that a couple may choose to share or one individual may have to themselves (at a higher cost). You may request to live with friends, every request is unique and we will do our best to accommodate your plans.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$280*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*Students may bring their rent checks or cash to their place of work or they may leave it in an envelope marked clearly with their name in a discussed lock box that the landlord checks weekly.*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$200*

*Description:*

*Housing deposits can be made in cash upon arrival or through Venmo. Please contact landlord for more details.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*The housing deposit is refundable as long as housing is left in good condition with no broken or damaged, items, you work until your agreed upon end date on the job offer form, and you don't have any major program issues.*

*Details About Deposit Refund:*

*Cash or check upon departure. Please follow up with landlord.*

**Transportation to Worksite:**

*Biking*

*Estimated commute time:*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: A bike tour will be provided.*

*Local Bus, Subway or Train*

*Estimated commute time:*

*Estimated cost: \$2*

*Total: No Per Day: Yes*

*Description: A bus tour will be provided.*

**Arrival Instructions:****Suggested Travel Days and Times**

To avoid heavy traffic, students should ideally plan to arrive Monday-Thursday between 12:00 pm and 8:00 pm. We understand that not all flights will be able to accommodate this schedule but be advised that transportation may be more expensive for late-night/early-morning arrivals and weekend flights can potentially add several hours to the arrival time.

**PHL**

Philadelphia International Airport is the closest airport terminal to Rehoboth. It may be difficult to find direct flights to Philadelphia but you can get a connecting flight that lands at PHL. This airport is roughly two hours from Rehoboth although this can change with traffic. There are two primary ways we recommend that you travel to Rehoboth from the airport. You may coordinate travel plans with a group (up to 5 people) and pay \$50.00 per person for transportation by your landlord or you may contact E-Point Student Travel Center which offers bus transportation for students for \$90 per person. In both cases, we recommend arranging travel as soon as possible but require a 3-week notice.

**EWR**

Newark Liberty International Airport is located in New Jersey and is an international hub for travel and most students should be able to find direct or connecting flights landing at EWR. It is roughly 3 - 3.5 hours away from Rehoboth though this can easily increase to 4 hours with traffic. You may coordinate travel plans with a group (up to 5 people) and pay \$80.00 per person for transportation by your landlord or you may contact E-Point Student Travel Center which offers bus transportation for students for \$100 per person. In both cases, we recommend arranging travel as soon as possible but require a 3-week notice.

**JFK**

John F. Kennedy International Airport is located in New York. All students should be able to find flights through JFK with little to no issues. The international airport is one of the busiest in the United States, and for this reason, we recommend traveling in groups. JFK is about 4 hours from Rehoboth but during rush hour this can increase to 5 or 6 hours. You may coordinate travel plans with a group (up to 5 people) and pay \$80.00 per person for transportation by your landlord or you may contact E-Point Student Travel Center which offers bus transportation for students for \$100 per person. In both cases, we recommend arranging travel as soon as possible but require a 3-week notice.

**BWI**

Baltimore Washington International Thurgood Marshall Airport is about 2 - 2.5 hours from Rehoboth. Students should be able to book direct or connecting flights through BWI. You may coordinate travel plans with a group (up to 5 people) and pay \$80.00 per person for transportation by your landlord or you may contact E-Point Student Travel Center which offers bus transportation for students for \$85 per person. In both cases, we recommend arranging travel as soon as possible but require a 3-week notice.

**Once You Arrive:**

Depending on your arrival time, you can coordinate trips to the grocery store with your landlord and schedule time to see the area and find the best route to and from work. **For any other questions please contact:**

**Kate Yuksel**

302-500-0683

**[Theshirtfactory53@gmail.com](mailto:Theshirtfactory53@gmail.com)**

**Suggested Arrival Airport:**

Newark Liberty International Airport, EWR, Over 50 miles

Philadelphia International Airport, PHL, Over 50 miles

Baltimore Washington International Thurgood Marshall Airport, BWI, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:****If arriving after regular hours:****Suggested After-Hours Accommodation:**

Jacob Aboutboul  
Student Housing  
Rehoboth , Delaware 19971  
3025423832

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

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

Details about how to apply for Social Security Number:

There is a local bus that will take students from downtown Rehoboth to the social security office.

Nearest SSA Office: Rehoboth Beach , Delaware , Less than 10 miles

**Other:**

Wage Payment Schedule:

Paychecks are delivered bi-weekly

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Rehoboth Sunsatations and The Shirt Factory both have a casual dress code. We recommend wearing something you will be comfortable in all-day, specifically comfortable shoes. We issue each student a work t-shirt that is required for the uniform and you may wear appropriate pants or shorts. For men and women, we ask that any shorts reach the mid-thigh and do not have any rips in them (this will be elaborated on during orientation). We also ask that everyone maintains their own personal hygiene.

Second Job Availability: Yes, likely

Applicable Company Policies:

### **Job Site Policies**

We expect employees to be punctual and prepared for the day. Showing up on time is not only important to us as your employer but to your coworkers as well. Please bring everything you will need for an 8-hour shift (or the scheduled duration of your shift) there will not typically be opportunities to go home during the day. Cell phones should remain inside your bags in the stock room. They should not be seen while you are working (the same policy applies to headphones, vapes, and cigarettes). Day off requests should be submitted one week in advance in order to be considered.

### **Home Policies**

*We ask that you respect the house you will be staying in as if it were your own. Please respect your housemates and discussing bathroom schedules and quiet hours are suggested but not required. If there are any issues, please let your landlord know and if necessary, they will be able to help resolve any issues. Smoking is not allowed inside the house, if you choose to smoke please do so outside. This is for the care of the house and also for the respect of your housemates. We also ask that you are responsible for taking out the trash. It is collected on a weekly schedule if the trash is forgotten and you need an additional trash pick up, all housemates will split the cost.*

## COMMUNITY AMENITIES

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

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

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

*Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe*

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

*Post Office, Restaurants, Internet Cafe, Public Library*