



## Waterfront Hospitality Group - Hostess/ Office Personnel

### HOST INFORMATION

**Company Description:**

*The Village of Lake George is situated on the southernmost banks of the 32-mile lake that shares its name. The walkable village has a fun, beachy vibe and is stocked with hotels, mom and pop motels, local shops, arcades, mini-golf, beaches, restaurants, and pubs. Plenty to do and learn about as Lake George Village is also a historic battlefield.*

*We are a third generation family owned business with many positions available. We are newly renovated with a lot of potential for a busy season. We would love for you to join our family!*

**Host Website:** <https://lgwaterfront.com>

**Site of Activity:** Waterfront Hospitality Group

**Parent Account Name:** Waterfront Hospitality Group

**Host Address:** 2 Kurosaka Lane Lake George , New York , 12845

**Nearest Major City:** Saratoga , New York , Less than 25 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Welcome guests in a warm and friendly manner.*

*Ascertains their dining needs.*

*Seats guests and manage the seating chart.*

*Monitors restaurant activity to determine seating and dining flow.*

*Responds to guest inquiries and requests in a timely, friendly, and efficient manner.*

*Performs opening and closing duties, as needed.*

*Assists others with side work including, but not limited to cleaning, stocking, folding silverware, etc.*

*Helps fellow team members and other departments wherever necessary to maintain positive working relationships*

*Answers phones and takes reservations for cruise boats*

**Typical Schedule:**

*the hours are variable depending on staffing and time of season. 40 hours are guaranteed with a possibility of overtime*

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

Day of the week and number of hours worked depending on time of season.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$600

**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:** 40

**Potential fluctuation in hours per week:**

Seasonal busy June thru October

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Discounted employee meals

## JOB REQUIREMENTS

**English Level required:**



*Advanced*

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Potential to lift chairs, tables, boxes to help set up for events or guests.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** *No*

**Dress Code:** *Yes*

*Description:*

*Hostesses are required to dress cleanly and conservatively. The dress code is all black- can be black skirt, pants, or shorts but must fall below the fingertips. The shirt must have sleeves. Candidates must be presentable and neat & tidy.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

*We will offer an end-of-season bonfire for all employees.*

**Local Cultural Offering:**

*Lake George has a lot of attractions to explore on days off: hiking, cruises, beaches, museums, Six flags theme park (10 minutes away), boat rentals, swimming, bowling, and fun events all summer long with live music.*

## HOUSING AND TRANSPORTATION

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

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

*Our rooms accommodate up to 4 guests per room. Each room has 4 twin beds (two sets of bunk beds) and a private bathroom shared between roommates. Utilities are included in weekly rent. Rooms are climate controlled and have a mini fridge, tv and microwave. Bed linens are included. Laundromat is within walking distance from the rooms. Rent is collected each week in person via cash or check at Waterfront offices.*

**Lease Agreement:** *No*

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Wifi is included in your stay.*

*Phone Service: Yes*

*Description:*

*There is reliable cell phone service, but no landline*

*Kitchen facilities: No*

*Description:*

*There are mini-fridges and microwaves provided in each room. Grocery store and restaurants all within walking distance*

*Laundry facilities: No*

*Description:*

*Laundromat within walking distance*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*These are dorm style rooms, you can request to stay with friend/ partner depending on availability.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$150*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*Participant will pay employer each week via cash or check at Waterfront offices.*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$200*

*Description:*

*Cash upon arrival is preferred. Flexible payment options are available for hardship circumstances.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Students must stay until end of agreed upon work dates and housing must be returned to the state that it was at beginning of check-in. Normal wear is expected.*

*Details About Deposit Refund:*

*Cash or check will be issued at end of stay assuming that the room is left in acceptable conditions.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: one block*

**Arrival Instructions:**

We recommend that students fly into Albany International Airport (ALB) and take an uber to Lake George. The cost of a one-way uber to Lake George is about \$83.00 one way. ([www.uber.com](http://www.uber.com)) Students MUST email their arrival information to our employee liaison 2 weeks (Clara Andreatchio, whatsapp 518-810-2633) prior to arrival. She will then help coordinate transportation and welcome them to their accommodations.

**Suggested Arrival Airport:**

Albany New York, ALB, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

Hampton Inn  
Albany Wolf Road  
Albany, New York 12211  
\$75 to \$100

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

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

Details about how to apply for Social Security Number:

Go to the nearest social security office located at : SUITE 1 67 Warren St Glens Falls, NY 12801 1-877-405-4875

Nearest SSA Office: Glens Falls, New York, Less than 25 miles

**Other:**

Wage Payment Schedule:

Employees are paid by check, weekly

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

*Clean shaven and neat/ tidy looking*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

*No cell phones during work hours*

*No smoking on premises or in housing*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Internet Cafe, Store Shopping, Beaches*

***Walking Distance from Housing:***

*Food Market, Post Office, Bank, Restaurants, Internet Cafe, Public Library, Store Shopping, Beaches*

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

*Fitness Center, Public Library*

***Unavailable:***

*Shopping Mall*