



Harbour View Inn - Front of House Staff

HOST INFORMATION

Company Description:

We provide housing for our staff. Continental breakfast, light lunch and dinner daily is prepared for you in our staff kitchen and served at prescribed times. We make every effort to provide well-balanced and nutritious meals.

We look for staff who are energetic and interested in meeting new people from other parts of the country as well as other cultures.

Employees enjoy some of the best room and board available on Mackinac at the Harbour View Inn featuring an apartment style complex out of downtown in the residential district adjoining the State Park property and trails. We employ approximately 50 people over the course of the summer season from early May through October.

Mackinac Island is the number one tourist destination in the Midwest. No cars are on the island, just bicycle, foot and horse traffic. It is like going back in time! With over 10,000 visitors a day it is a beautiful place to live and play.

Harbour View Inn is one of the most charming and historic inns on Mackinac Island. With 80% of the island protected by a Michigan State Park the island is flush with outdoor recreational activities while having a vibrant business community and tourism industry.

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

Site of Activity: Harbour View Inn

Parent Account Name: Hotel Iroquois

Host Address: 6860 Main Street Mackinac Island , Michigan , 49757

Nearest Major City: Grand Rapids , Michigan , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Job responsibilities of Front of House Staff include:

Entry-level fast casual dining

Take orders at counter

Bussing tables and light clean up

Greet guests in a friendly manner

Move and arrange tables, chairs, and settings and organize seating for groups with special needs

Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures

Provide assistance to grill chef by maintaining prep station and assembling orders

Education and experience:

High school diploma or GED

No experience needed, on the job training provided

Typical Schedule:

9am-4pm; Sun-Sat. One day off per week. Days off and shifts vary. 35 - 40 hrs per week. OT varies after 40 hours.

Drug Test required: No

COMPENSATION

Hourly Wage: \$13

Eligible for Tips: Yes

Tips are pooled between all employees working and split based on hours.

Estimated weekly wages including tips: \$650

Bonus: Yes

End of season bonus based on fulfilling contract - 15% of housing cost returned

* 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: 50

Potential fluctuation in hours per week:

Hours fluctuate depending on restaurant events and hours of operation

Average number of hours per week reached by last year's seasonal employees: 42

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Ability to lift and move up to 25 pounds.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Need to wear uniform: *Yes*

Uniform Policy:

Uniform tops are provided, black pants/shorts and black non-slip shoes are required.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: *Yes*

Description:

Uniform top provided by employer - black pants/shorts and black non-slip shoes are required.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Karaoke Nights or Talent Shows, Movie or Game Nights, Sporting Events, Holiday Events

Additional Details about Cultural Offerings:

At the hotel we celebrate national holidays of both the US and countries where our employees travel from. We participate in International Housekeeping Week and other hospitality events to reward our team for their hard work.

Local Cultural Offering:

Mackinac Island has multiple organizations that host events for employees and tourists throughout the year. Mackinac Arts Council hosts weekly concerts, seasonal theater performances, a summer talent show and weekly movies. The City of Mackinac Island hosts numerous recreation activities each week.

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:

Apartment style housing is available for all employees. Each apartment has a shared living room and five bedrooms, each with two beds and a private bathroom. The common room features a kitchenette with a refrigerator, dish sink and microwave. There is complimentary

wifi and television. There is a commissary with games, books, television, pool table, soda machine and laundry facilities.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Complimentary high speed internet is provided.

Phone Service: Yes

Description:

Cellular service is available throughout the island, there is also a landline phone in the commissary of employee housing.

Kitchen facilities: No

Description:

Each apartment features a kitchenette with a refrigerator, dish sink and microwave.

Laundry facilities: Yes

Description:

The commissary has coin operated washers and dryers, the cost is \$1 to wash and \$1 to dry.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

We do take housing requests for roommate assignments, but they are not guaranteed. Rooms are male or female, not co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$135

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Housing deposit is collected upon arrival, before access is given to the apartment. The deposit can be either cash or check.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The deposit will be returned on the final paycheck after a housing inspection is completed.

Details About Deposit Refund:

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Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: Housing is located about 2 miles from the hotel.

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 is located about 2 miles from the hotel.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into Pellston Regional Airport (PLN) and take the Mackinaw Shuttle to Shepler's Ferry dock in Mackinaw City (<https://mackinawshuttle.com/>), this shuttle service will need to be booked in advance and the cost of the shuttle is about \$40.

You will need to purchase a ferry ticket (<https://www.sheplersferry.com/>) the cost is around \$34 round trip, this can be purchased at the ticket office the day you arrive to the boat dock. Students can walk from the ferry dock to the hotel once they arrive on the island, it is one block away.

Suggested Arrival Airport:

Pellston, PLN, Less than 25 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Pellston Lodge

1600 US 31 N

Pellston , Michigan 49769

<https://pellstonlodge.com>

231-539-7000

\$100 to \$150

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:

Transportation to the nearest Social Security office will be provided.

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

Other:

Wage Payment Schedule:

Bi-weekly paycheck.

Meal Plan: Mandatory

Estimated Cost Per Day: \$12

Meal Plan Description:

Continental breakfast, light lunch and dinner daily is prepared for you in our staff kitchen and served at prescribed times. Room & Board is automatically deducted from each employee paycheck.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Good hygiene is important, you must show up to work bathed, wearing deoderant and teeth brushed. Facial hair must be well maintained, visible tattoos and piercings must not be excessive or offensive. Uniforms are provided.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phone usage is not permitted while on duty. Smoking, is allowed during breaks and in designated areas. All employee housing building are non-smoking.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

Unavailable:

Fitness Center

