

McGrath Clambakes

Commissary and Catering Events Team Member
Newport, RI



Company Biography

McGrath Clambakes and Catering is a full service off-premise catering company located in Newport, RI. The company is one of very few that specialize in Traditional Old Fashioned Clambakes and RI Lobster Boils. McGrath Clambakes has been in business for 50 years and provides a unique experience indigenous to the New England area. The city of Newport and surrounding Aquidneck Island is famous for their beaches, mansions, shopping and sailing with a lot of local activities. RI is between two large cities, Boston and New York.

Work Dates and Pay Details

Position title: Commissary and Catering Events Team Member

Please make sure you are available to work according to the date requirements below.

Earliest start date: 10-May-19

Latest start date: 15-Jun-19

Earliest end date: 25-Sep-19

Latest end date: 30-Sep-19

Minimum time students must be available to work: See Work Dates

Hourly wage: \$11.00

Tips? No

Description of position:

You will work in our Commissary and off-site for various events and functions that we cater. On average, the time working in our commissary vs events will be about 50/50.

All our staff will have the opportunity to work events. You might start the day in our commissary, cooking and preparing food and then travel out to an event depending on the day. In weeks when there won't be as many events planned you will receive more "shop" hours (at the commissary) to ensure that you receive the minimum number of hours per week promised.

During shop hours you will be expected to:

- Cook and prepare food for upcoming catering events
- Fulfill dishwasher duties
- Fulfill cleaning duties.
- Load and unload catering trucks

During events you will be expected to:

- Fulfill servers/wait staff role;
- Maintain a gracious manner with all guests and uphold our high level of service.
- Must be accustomed to a fast-paced, high-volume environment, comfortable working with a team but able to work independently.
- Be responsible for accommodating all guests at an event while circulating the room.
- Anticipate the needs of the guests and respond politely to their requests

Functions for the position of Server/Wait staff include the following but are not limited to:

- Place linens and set tables
- Arranging table placement and set up of stations (buffet, coffee, chowder etc.).
- Pass hors d'oeuvres and cocktails
- Set up and break down tables and chairs
- Comfortable carrying food trays
- Clearing each course according to direction of lead server or coordinator
- Organize clearing/bussing area in an orderly fashion
- Perform other related tasks as assigned by lead server, coordinator or head chef
- Assist back of house wherever necessary (loading and unloading catering trucks)
- Must be able to work a flexible schedule including weekends and holidays
- Physical standards – Must meet the minimum physical standards

Physical standards include ability to lift 50 pounds, carry 25 pounds, and stand for 6-8 hours in a day.

Work Dates and Pay Details

Specific qualifications required:	<p>Tips will sometimes be available depending on the role you perform.</p> <p>The hourly wage for when working in the Server and Cook role will be \$11/hour; however when working in the Bartender role hourly pay will be \$15. We reserve the right to schedule you to work the job that fits your experience and personality best - you might rotate between these 3 jobs; by accepting this position you are open and flexible to work any of these 3 roles.</p> <ul style="list-style-type: none"> •Must be able to work individually or on a team and at a quick pace. •Must have the ability to read, write, and understand instructions given in the English language. •Must have the ability to understand and respond to verbal instructions given in the English language. •Must have a friendly, positive attitude and be dedicated to customer service. • All employees serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, management, owners, guests, and members of the local community. 		
Estimated weekly wage (incl. tips):	\$350.00	Bonus:	Amount not specified
Conditions of bonus:			
Average hours for last year's students?	32 Hours	Maximum weekly hours allowed:	Not specified
Minimum average number of hours?	32 Hours	Possibility of getting more than average hours:	Good
Students get the most hours in:	June, July, August, September	Students get the least hours in:	May
How often are students paid?	Weekly		
Do you pay overtime?	Yes	If yes, after how many hours per week do you pay overtime?	40 Hours
Does your company only operate weekends before or after specific dates?	No		
If yes, what are the dates?			
Position location:	64 Halsey Street Newport RI 02840-1347		

Other Job Details

Minimum english level:	(5) Upper Intermediate		
Description of working conditions:	<p>All workers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending. These activities often also require considerable use of the arms and legs.</p> <ul style="list-style-type: none"> •Employees will be required to stand or walk for long periods of time. •Employees will be required lift, push, pull, or carry objects up to 50 lbs on a repeated basis including dish bins and serving trays for food/drink. •Some employees will be required to work outdoors with exposure to a variety of weather conditions such as rain, cold temperatures, direct sunlight or high heat and humidity. •All employees may be moved between work areas as needed. 		
Will job duties be different at the beginning of the season?	No		
If yes, provide details of specific job duties:			

Uniform and Grooming Requirements

Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	Non-Slip shoes if working in the kitchen, they must provide their own black pants, white oxford shirt, tie for working events. If working in the kitchen, they must provide casual clothing, no tank tops		
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Clean neat appearance and must bathe regularly		

Other Company Details

Company hires couples?	Yes	Company hires groups of up to 4?	Yes
Drug test required?	No	Do students complete an additional application upon arrival?	No
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	No
Any additional company details?			

Other Company Details

All of our staff will have the opportunity to work events (off-site locations). You might start the day in our commissary, cooking and preparing food and then travel out to an event depending on the day. On average, the time working in our commissary vs events will be about 50/50. In weeks when there won't be as many events planned you will receive more "shop" hours (at the commissary) to ensure that you receive the minimum number of hours per week promised. We are a small team oriented company that enjoys working together! We provide 1 free meal/shift - only in the days you are scheduled to work. Additionally you will receive "party pay" for working events. Please contact employer to introduce yourself and let them know about your arrival details. Employer can provide more directions and information on how and when to come to commissary.

Training Information

Is job training required?	Yes	Length of training:	On Job
Are students paid during training?	Yes	Hourly pay rate during training:	\$11.00
How many hours per week are students likely to receive during training period?	32		
Any other details?			

Worksite Location

Worksite location:	64 Halsey Street Newport RI 02840-1347		
Nearest major city:	Boston	Worksite setting:	Resort/Ocean/Lake
Nearest major airport:	BOS (Boston Logan Airport)	Distance to nearest major airport:	80 miles (1.5-2 hrs)
Additional worksite setting details:	We are off-premise, however, the commissary is located at 64 Halsey St. Newport, RI. Special events can be at private homes, public venues, historical locations, etc.		

Standard Arrival Information

Are students required to arrive or depart on specific dates?	No
Details of required arrival or departure dates:	
Please contact employer to introduce yourself and let them know about your arrival details. Employer can provide more directions and information on how and when to come to commissary.	
Mode of transportation:	Other
Students must arrive between these hours:	9am to 5pm
Cost:	\$50.00
Other details:	
Your work agreement has a start date and an end date. You are expected to work until the last day of your work agreement, the end date. Please plan your travel period and return to university accordingly	

After Hours Arrival Information

General information:	If students arrive late, they should get a hotel room close to the airport. If you fly into Boston Logan Airport, use the recommendation below or go online to www.hotels.com to find the nearest affordable hotel or motel.		
Name of accommodation:	TownePlace Suites by Marriott Boston Logan Airport	Accommodation address:	30 Eastern Ave, Chelsea, MA 02150
Cost per night:	\$110.00		
Best way to travel from airport to overnight accommodation:	Hotel Shuttle or Taxi		

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	No
Assistance detail: Students will be given the opportunity to travel to the SS office during their 1st week of work.	
Where is the nearest social security office?	Newport
	Distance: 2 miles
How will students be paid until their social security card arrives?	regular check

Housing Details

Is housing provided?	No	If not, will you assist students in finding housing?	Yes
Are there affordable housing options in the area?	Yes		
Housing options in the area:	Affordable housing is available in Newport. Students should research online and secure housing prior to arrival in the U.S. Students should expect to pay between \$125-\$150/week for housing.		
Local housing resources:	Housing needs to be secured prior to arriving to the USA; here are a couple of resources: www.Newportrentalguide.com www.thamesst.com		

Housing Details	
Housing address:	N/A
Is the student required to sign a separate housing contract?	N/A
Type of housing provided:	N/A
Number of students to a room:	N/A
Housing details:	N/A
Do you offer co-ed housing?	N/A
Cost of housing - per week:	N/A
Includes utilities?	N/A
Are housing costs deducted from paycheck?	N/A
Is a housing deposit required?	N/A
Amount of housing deposit:	N/A
Instructions for payment of housing deposit:	N/A
Housing deposit due date:	N/A
Is deposit refundable?	N/A
Conditions of deposit refund:	N/A
How will deposit be refunded?	N/A
Are students required to live in provided housing upon arrival?	N/A
During their work stay, can students find alternate housing?	N/A
If yes, is there a penalty?	N/A

Transportation to/from Worksite	
Method of transportation to worksite:	Varies (carpool) or bicycle
Distance to worksite:	varies
Is worksite within walking distance of housing?	No
Cost of public transportation to worksite:	\$2.00
Details of public transportation to worksite:	Students can ride the local bus for \$2 per ride, or they can elect to buy a monthly pass for a discounted rate.
Cost of transportation to worksite provided by employer:	Not specified
Details of transportation to worksite arranged by employer:	Local employees will assist in carpools to events
Cost of arranging own transportation to worksite:	\$150.00
Details of arranging own transportation to worksite:	Students can purchase or rent a bike for the summer from a local bike shop

Housing Amenities			
Available public transportation:	Bus, Interstate Bus		
Access to public transportation?	In town access		
On Site Housing Amenities			
Laundry:	N/A	Linens:	N/A
Refrigerator:	N/A	Microwave:	N/A
TV:	N/A	Telephone:	N/A
Computer/Internet Access:	N/A	Utensils:	N/A
Individual Beds:	N/A	Private bath:	N/A
		Air conditioning:	N/A
		Security guard:	N/A
		Gym:	N/A
Nearby Amenities			
Supermarket:	In town/accessible	Restaurants:	In town/accessible
Shopping mall:	In town/accessible	Fitness center:	In town/accessible
Post office:	In town/accessible	Laundry:	In town/accessible
Bank:	In town/accessible	Internet cafe:	In town/accessible
Movie theater:	In town/accessible	Library:	In town/accessible
Additional amenities:	N/A		

Meal Information	
Are meals included in rent cost?	N/A
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

Cultural Opportunities			
Types of cultural opportunities provided			
Organized Holiday Event(s):	No	Organized Trip(s) to Major Attraction(s):	No
Organized Potluck(s) or Dinner(s):	Yes	Organized Trip(s) to Major City:	No
Organized Karaoke Night(s):	No	Information about Events:	Yes
Organized Movie Night(s):	No	Information about Local Resources:	Yes
Organized Sporting Event(s):	Yes	Information about Attractions/Sites:	Yes
Organized Staff Exchange Event(s) - Other:	No	Information about Local Community:	Yes
Organized Trip(s) to Nearby Attraction(s):	No	Other:	No
If Other, please describe: N/A			
Additional details about cultural offerings:		Students can take part in multiple fairs, festivals, and events during the summer months! Newport has outdoor events, baseball games, and so much more! We will organize a potluck where you will have the chance to share your culture and learn about american culture!	