



## Boardwalk Restaurant - Host/Hostess

### HOST INFORMATION

**Company Description:**

The Boardwalk Restaurant is a multimillion dollar facility right on Lake George, a jewel of the Adirondacks. With stunning views of the lake, the Boardwalk Restaurant is a busy destination, that has been serving customers for over 40 years. We employ around 90 employees, with roughly 35 international students. Employees receive free meals, and competitive wages. The atmosphere is fast-paced, but casual. All students are treated with the respect that they deserve. We are located near several shopping destinations, with easy public local transportation.

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

**Site of Activity:** Boardwalk Restaurant

**Parent Account Name:** Boardwalk Restaurant

**Host Address:** 2 Lower Amherst Street Lake George , New York , 12845

**Nearest Major City:** Glens Falls , New York , Less than 10 miles away

### PLACEMENT INFORMATION

**Job Description:**

Host/Hostess employees are required to perform various food and beverage related tasks including:

- Students will be assigning customers to their seats, greeting customers, taking reservations and providing excellent customer service.
- Clearing tables, wiping down tables, setting up tables for the next guest.
- Being familiar with the entire menu and actively selling/suggesting additional food/drink items.
- Placing food items on serving plates or dishes along with required condiments and utensils to present to customers.
- Preparing cold drinks, warm drinks, and other non-alcoholic beverages.
- Some employees will serve alcoholic beverages and must strictly follow all state and federal laws related to serving alcohol.
- Preparing all items quickly and accurately ensuring no waste and in accordance with production and portion requirements and quality standards while maintaining a safe, sanitary work environment.
- Maintaining and cleaning all Food Service areas according to all county, state, and federal health codes and sanitation procedures including equipment, floors, supply areas, sales areas, and customer areas (tables, chairs, floors, serving lines, condiment stands, etc.). This also includes clearing dishes, trash and other items from tables, sweeping floors, filling condiments, and wiping down tables between guests.
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

- 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.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$11.8

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$415

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 36

**Estimated minimum number of hours per week:** 32

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

**Potential fluctuation in hours per week:**

**Average number of hours per week reached by last year's seasonal employees:** 34

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Free meal with every 8 hour shift

## JOB REQUIREMENTS

**English Level required:**



Upper-Intermediate

**Required to be 21+:** No

**Previous Experience required:** No

### **Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Light trays and plates occasionally

Standing for entire shift

Working outdoors

Working under direct sunlight

**Job Training required:** Yes

Length of job training:

1 week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

**Need to wear uniform:** Yes

Uniform Policy:

Students must wear closed toe shoes. Students need white button down collared shirt, black pant and black shoes or sneakers. They also need a black polo shirt and khaki shorts. No slip shoes or sneakers allowed.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

Students must be well groomed and have good hygiene. Students must have minimal tattoos and facial piercings are not allowed.

## **CULTURAL OPPORTUNITIES**

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

Shopping Trips, Karaoke Nights or Talent Shows, Company Parties, Sporting Events, Trips to Nearby/Major Attractions

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

Boardwalk restaurant offers a reward program with free admission to up to 30 different cultural and tourist sites within the Lake George and Adirondack region.

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

**Community Housing Options:**

Available: Yes

Description:

Housing arrangements are arranged through Dan Courtney Dancourtney@nycap.rr.com 518-210-7948 Please note that we don't own the housing unit ourself, the housing is provided through a 3rd party. You will need to connect with Dan Courtney [the landlord] after you are hired to save a slot in his housing complex. His contact information is above. Housing is provided for the whole summer season. Housing is collected on the 1st and 15th of the month. Students will have their own beds, bathrooms, wifi, microwave, community kitchen, a/c, washer and dryer. There are 3 beds in every room, you will share the space with 2 more students. Given the nature of the space, we cannot accommodate couples. There is a \$200 security deposit that is refunded at the end of the summer when the room is cleaned and if student stays the entire summer. Leaving earlier than the last date agreed upon will mean you will lose you security deposit. Students are welcome to secure alternate housing.

Minimum Average Cost Per Week: \$90

Maximum Average Cost Per Week: \$120

**Transportation for Community Housing Description:**

The housing listed above is approximately 1/2 mile from the boardwalk restaurant. Walking or bicycle is very easily and readily available. Students are welcome to secure alternate housing.

## ARRIVAL INFORMATION

**Arrival Instructions:**

Students usually fly into New York City airports. From there a train or bus can be taken straight to Lake George New York. The train Arrives approximately 15 miles from Lake George, the bus stop is approximately 500 feet from the boardwalk restaurant. Travel time from airport is approximately three to four hours.

<http://www.trailwaysny.com/>

**Suggested Arrival Airport:**

LaGuardia Airport, LGA, Over 50 miles

John F. Kennedy International Airport, JFK, Less than 10 miles

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Best Western Kennedy Airport

14425 153rd Ln

Jamaica , New York 11434

[https://www.bestwestern.com/en\\_US/book/hotels-in-jamaica/best-western-jfk-airport-hotel/propertyCode.33119.html](https://www.bestwestern.com/en_US/book/hotels-in-jamaica/best-western-jfk-airport-hotel/propertyCode.33119.html)

718-977-2100

\$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:

There is a nearby Social Security office in Queensbury New York the address is: 17 Cronin rd Queensbury, NY 12804 We will provide direction on how you can get there and what documentation you need to bring in with you.

Nearest SSA Office: Queensbury , New York , Less than 10 miles

**Other:**

Wage Payment Schedule:

Weekly paychecks. Tipped employees are reimbursed the following days

Meal Plan: Optional

Estimated Cost Per Day: \$0

Meal Plan Description:

One free meal is offered per eight hour shift

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No visible tattoos, nose piercings allowed.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones in the dining room are not allowed. There is an area for employees smoking. Breaks are granted upon request

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**Unavailable:**

Shopping Mall, Fitness Center