



## The Reeds at Shelter Haven - Busser

### HOST INFORMATION

**Company Description:**

*The Reeds at Shelter Haven is a contemporary luxury boutique hotel located in Stone Harbor, New Jersey. Stone Harbor is a beautiful shore resort town just minutes from Wildwood, NJ, where hundreds of J-1 students live and work, making it a popular Work and Travel destination. Stone Harbor is also nearby to other great New Jersey shore towns.*

*Stone Harbor holds events and festivals throughout the summer, such as Centennial Reenactment, an arts and crafts show, Food and Wine Festival, Memorial Day Parade and a Concert Series. There are lots of fun things to do in Stone Harbor! Please visit Stone Harbor Chamber of Commerce's website for additional information about this great town.*

*The New Jersey shore area is close to three major cities and are easily accessible via public transportation. A two hour commute to Philadelphia, Pennsylvania, also known as the City of Brotherly Love, has many U.S. historical landmarks and a variety of museums. Travel to New York City is approximately 2.5 hours and is the home of the Statue of Liberty and Ellis Island. New York is also a great place to catch a Broadway show. Washington DC, the United States' capital, is approximately 3.5 hours away. While visiting Washington DC, you will want to visit the White House and the Washington Monument.*

**Host Website:** <https://www.reedsatshelterhaven.com/>

**Site of Activity:** The Reeds at Shelter Haven

**Parent Account Name:** The Reeds at Shelter Haven

**Host Address:** 9601 Third Avenue Stone Harbor , New Jersey , 08247

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

### PLACEMENT INFORMATION

**Job Description:**

*Facilitate food service by clean tables, remove dirty dishes, replace soiled table linens, setting tables. Replenish supply of clean linens, polishing of silverware, glassware and dishware. Serving items such as water, condiments and coffee to patrons. Job Duties and Tasks: \*Clean equipment in food service areas or other areas of the restaurant; mop and vacuum floors. \*Clean up spilled food, drink or broken dishes, carry dishes and other tableware to kitchen for cleaning. \*Maintain/stock adequate supplies of items such as condiments, clean linens, silverware, glassware, dishes and trays during service. \*Locate items requested by customers, servers and management. \*Serve ice water, coffee, rolls or butter to patrons. \*Wipe tables and seats with dampened cloths or replace dirty tablecloths. \*Fill beverage and ice dispensers. \*Set and reset tables as needed pursuant to business demands or as requested by management. \*Assist in serving food to customers when waiters or waitresses need assistance. \*Clean and organized server storeroom areas and glassware storage. \*Additional duties may be added at the discretion of Reeds management.*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$6.25

**Eligible for Tips:** Yes

*This position does include tips.*

**Estimated weekly wages including tips:** \$330

**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:**

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

**Overtime Policy:**

*Yes, paid after 40 hours*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 75lbs/34kgs*

**Description:**

*\*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. \*Employees will be required to stand for long periods of time. \*Employees will be required to lift, push, pull, or carry objects up to 40lbs on a repeated basis.*

*Standing for entire shift*

*Other qualifications or conditions*

*Description:*

*Must be able to work individually or on a team and at a quick pace. \*Must have advanced English speaking skills and 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.*

**Job Training required:** Yes

*Length of job training:*

*On the job*

*Hours per week during training period: 25*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Training will happen on the job.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employer will advise student on what to purchase prior to arrival. Uniform includes Reeds shirt (provided), khaki shorts, flip flops or beach shoes.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Strong smelling perfumes, cologne or aftershave must be avoided. Hair must be neat, clean and in a natural color and style. Long hair pulled back. No bright or glittery nail polish, or large jewelry. One earring per ear lobe. No visible body piercing or tattoos. No long hair on men. Only short, trip mustaches, beards or goatees and management has the right to tell staff to shave if found unacceptable.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

*Stone Harbor is a beautiful place to visit in the summertime. We have lots of shops, restaurants and local events to visit. Visiting neighboring shore points, Cape May, Sea Isle, Ocean City, and Atlantic City are quick day trips and easily accessible via Uber or Lyft.*

### **Local Cultural Offering:**

*In Stone Harbor, you can volunteer at the Wetlands Institute and help save ocean birds and animals. Cold Spring Village is near Cape May, where you can see how Americans lived in the 1700's. See [stoneharbornj.org](http://stoneharbornj.org) for information on upcoming summer events!*

## HOUSING AND TRANSPORTATION

**Housing Provided:** No

### **Community Housing Options:**

*Available:* Yes

#### *Description:*

*Students working in Stone Harbor generally find affordable housing in North Wildwood/Wildwood for approximately \$90-\$110 per week. Two inexpensive hotels where you can stay while looking for housing: Royal Canadian (3300 Atlantic Ave, Wildwood, NJ) or Arlington Hotel (25 E. Magnolia (between Ocean and Atlantic, Wildwood, NJ) To start your housing search, visit the websites and contacts below: [www.shoppenews.com](http://www.shoppenews.com) [www.capemayherald.com](http://www.capemayherald.com) 121 E. Maple (contact Cristian Banu at [cristibanu2000@yahoo.com](mailto:cristibanu2000@yahoo.com)) Lisa's Place: [summerrentals@aol.com](mailto:summerrentals@aol.com) Callie Glass: [glasscalli@yahoo.com](mailto:glasscalli@yahoo.com)*

*Minimum Average Cost Per Week: \$90*

*Maximum Average Cost Per Week: \$110*

### **Transportation for Community Housing Description:**

*Transportation will be provided by the employer at a cost of \$10.00 per week and is paid through payroll deduction. Students are strongly encouraged to use this transportation. The shuttle schedule will be provided. There will be multiple pick up times and locations in Wildwood, New Jersey. More information on the shuttle service will be provided closer to your start date.*

*Students living in Wildwood are NOT permitted to ride their bikes. If you choose not to use the shuttle service provided, Bus 315 goes from Wildwood terminal to 3rd Ave. at 94th street, Stone Harbor daily. The cost is \$2.50 one way (price subject to change).*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

#### *DIRECTIONS TO WILDWOOD, NEW JERSEY*

*Directions from New York JFK International Airport to Wildwood, New Jersey go to <https://www.rome2rio.com/map/New-York-JFK-Airport-JFK/Wildwood>.*

*Directions from Philadelphia International Airport to Wildwood, New Jersey go to <https://www.rome2rio.com/map/Philadelphia-Airport-PHL/Wildwood>.*

*Directions from Atlantic City International Airport to Wildwood, New Jersey go to <https://www.rome2rio.com/map/Atlantic-City-International-Airport-Egg-Harbor-Township-NJ-USA/Wildwood>.*

#### *WHEN TO ARRIVE*

*You may want to arrive one or two days prior to your start date to get settled in your housing, open a U.S. bank account with US Bank or PNC Bank, and apply for your Social Security number. You are expected to attend employee orientation during your first week of work.*

***Suggested Arrival Airport:***

*Atlantic City International Airport, ACY, Less than 50 miles*

*Philadelphia International Airport, ACY, Over 50 miles*

*JFK International Airport, JFK, Over 50 miles*

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

***If arriving after regular hours:***

***Suggested After-Hours Accommodation:***

*AAE Hostel JFK  
139-09 89th Ave  
Jamaica , New York 11435  
www.hostelworld.com  
\$25 to \$50*

## 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:*

*Prior to arrival you will want to complete the Social Security application by going to <https://www.ssa.gov/forms/ss-5.pdf>. If you have a Social Security number and misplaced your card, you will want to visit <https://www.ssa.gov/myaccount/replacement-card.html> to request a replacement card.*

*Nearest SSA Office:* Rio Grande , New Jersey , Less than 10 miles

***Other:***

*Wage Payment Schedule:*

*Students will be paid every two weeks by check.*

*Meal Plan:* Not available

*Provide Certificates/Performance Evaluations:* No

*Hire in Groups:* Yes

*Maximum Group Size:*

*Grooming Requirements:*

*The Reeds maintains a high level of service provided to guests, therefore there is a high standard for personal appearance and grooming standards. Students are expected to bathe daily clean teeth, wear deodorant, uniform must be washed and cleaned at all times. All visible tattoos and piercings must be hidden. No unusual hair color. Fingernails should not be too long and no bold color polish.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*All students are required to attend employee orientation. During orientation Human Resources will review company policies.*

*During your onboarding you will receive a copy Refined Hospitality's employee handbook. All Refined Hospitality policies are applicable to all employees employed at any Refined Hospitality managed properties.*

*The Reeds reserves the right to adjust work schedules at anytime to meet business needs.*

*All students are required to work at least two weeks before working any second jobs remembering that this is their primary job and 2nd jobs must be scheduled around their Reeds schedule.*

**Outside Employment Policy**

*The Reeds takes priority over any second job.*

*In accepting a position with The Reeds, we expect that you maintain a certain loyalty - loyalty to The Reeds and to your fellow employees. If you must take outside employment in a business unrelated to our work, such work must not interfere with the demands and performance of your current position at Refined Hospitality. Please discuss any outside employment opportunities with your supervisor or the Human Resources Department to ensure that the opportunity does not present a conflict of interest.*

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**In Town, Requires Transportation:**

*Shopping Mall*