

## Stoneacre The Elms Mansion Cafe - Food Runner/ Busser

### HOST INFORMATION

**Company Description:**

**Please note:** All communication must go through the Connect system. Contacting other members of the management team directly or attempting to bypass the system is not permitted. Doing so disrupts operations and may result in delayed responses or removal from the application process.

Additionally, event dates agreed upon in your offer cannot be significantly changed afterward. Major date changes create scheduling conflicts and may result in cancellation of the offer.

Friends are welcome to apply; however, each participant must submit their own individual application. Preference requests or friend-pairing suggestions cannot be accommodated. Placement is based solely on program needs.

Discover a unique opportunity to be part of an exceptional dining experience at The Carriage House, nestled within the stunning grounds of the Elms Mansion, a location celebrated for its role in HBO's The Gilded Age. Stoneacre Hospitality in collaboration with Newport Mansions invites you to help create memorable moments for our guests through our exclusive restaurant and café services. Our commitment to seasonal ingredients and partnerships with artisan purveyors sets us apart, ensuring a culinary journey that is as rich in history as it is in flavor. If you're passionate about hospitality and eager to work in an environment steeped in charm and elegance, we would love to hear from you. Join us and be a part of something truly special!

Service daily 10am-4pm.

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

**Site of Activity:** Stoneacre The Elms Mansion Cafe

**Parent Account Name:** Stoneacre Garden

**Host Address:** 367 Bellevue Ave Newport, Rhode Island, 02840

**Nearest Major City:** Providence, Rhode Island, Less than 25 miles away

### PLACEMENT INFORMATION

**Job Description:**

Running food to the right table, ensuring tables are clean, taking finished plates back to the kitchen to get washed, filling water glasses when they are low

**Typical Schedule:**

THURSDAY - MONDAY 8:30AM-6PM

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$3.89

**Eligible for Tips:** Yes

Tips are put in a pool for the day. At the end of the day are then evenly distributed to staff based on percentage and hours worked that day.

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

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 35

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

**Estimated maximum number of hours per week:** 45

**Potential fluctuation in hours per week:**

June, July and August are very busy and peak season

**Average number of hours per week reached by last year's seasonal employees:** 45

**Overtime Policy:**

Yes, paid after 5 hours

**Job-Specific Benefits:**

They will also receive 25% off meals purchased on and off work.

## JOB REQUIREMENTS

**English Level required:**



*Upper-Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 50lbs/22kgs

**Description:**

must be able to carry 50 pounds up and down the stairs. Kitchen is located in the basement of the building so stamina is required.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

**Job Training required:** Yes

*Length of job training:*

3-4 shifts

*Hours per week during training period: 32*

*Different wage during training period: Yes*

*Training wage description:*

*They will be receiving minimum wage during the training period. After the training shifts are complete, they will be added to the tip pool.*

*Start on specific day of the week: No*

*Training requirements:*

*Must have a tip cerification*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Black or White collared button down shirt. Black skirt or pants, non slip shoes. No facial hair or piercings. No fake nails.*

*Cost of uniform: \$10*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Must wear apron. Men must wear a button up shirt. Pants are required no blue jeans. Women hair must be up. Girls are required to wear modest clothing. Shirts and dresses must be above the knees and shoulders covered. Pants if not and no blue jeans.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Shopping Trips, Holiday Events, Trips to Major City, Trips to Nearby/Major Attractions*

**Additional Details about Cultural Offerings:**

*-All local residents can tour Newport Mansions free of charge with proof of Newport residency-Every Thursday night from June-July there is an outdoor documentary showing with food trucks and local vendors to visit free of charge!*

**Local Cultural Offering:**

*-All local residents can tour Newport Mansions free of charge with proof of Newport residency*

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## HOUSING AND TRANSPORTATION

**Housing Provided:** No

**Community Housing Options:**

*Available: Yes*

*Description:*

*Please reach out to manager as soon as you are hired to help you find housing, they have great resources, you are also welcome to find one yourself. A local realtor in out area has agreed to work with students her name is Susan Curran she works with Warren*

Realtor Group. Her number (508) 353-4957. She also uses the app onehome.com where she posts local listing and housing options. Her email is sue@warnerrealtygr.com. Housing options will be between 10-20 minute bike ride away. Housing type will be apartments.

**Minimum Average Cost Per Week:** \$200

**Maximum Average Cost Per Week:** \$300

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

There is a local bus, the bus station is walking distance. The Bellueve trolley is free from May 24- October 31. This also goes through many of Newports most popular attractions. This also takes you into downtown and the surrounding neighborhoods. Bike Newport also offers bike rentals for the summer this is a great way to beat the traffic and keep up with exercise.

## ARRIVAL INFORMATION

#### **Arrival Instructions:**

You can arrive at anytime of the day. The closest airport to Newport is TG Green Airport located in Providence Rhode Island. From there can uber or taxi down to Newport. This will take about 30 minutes and cost about 50 dollars. You can go right to the house or if late there is a hotel that is located 2 minutes from the airport. From Boston, it is best to take the train to Providence:

<https://www.amtrak.com/home.html> You must secure housing and share your travel plans with us as soon as possible and up to 2 weeks before your travel. Please contact Michael Alves once you are hired to communicate visa process and travel plans.

#### **Suggested Arrival Airport:**

TG Green Airport, PVD, Less than 25 miles

Logan Airport, BOS, Over 50 miles

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

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

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

Hampton Inn

2100 Post Rd, Warwick

Warwick, Rhode Island 02886

[https://www.guestreservations.com/hampton-inn-and-suites-providence-warwick-airport/booking?gad\\_source=1&gclid=Cj0KCQiAqsitBhDlARIAGMR1Rg6EqWT7H\\_RzRHBDZDq8spxBcDMXCp3wBKgKG2Enk4KJFl0rbVqYm8aAv1EEALw\\_wcB401\) 739-8888](https://www.guestreservations.com/hampton-inn-and-suites-providence-warwick-airport/booking?gad_source=1&gclid=Cj0KCQiAqsitBhDlARIAGMR1Rg6EqWT7H_RzRHBDZDq8spxBcDMXCp3wBKgKG2Enk4KJFl0rbVqYm8aAv1EEALw_wcB401) 739-8888)

\$50 to \$75

## TRAINING AND ONBOARDING

#### **Pre-Arrival Onboarding:** Yes

Shannon Tea House manager will send the paperwork before arrival. Including I9, W4, Insurance Waiver, Signed Handbook, direct deposit form if they have one. MUST BE SENT TO SHANNON and after SSN is obtained please provide the number.

#### **Social Security Number:**

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

130 Bellevue Ave, Newport, RI 02840. Public transportation available, the SS office is right in Newport.

Nearest SSA Office: Newport, Rhode Island, Less than 10 miles

**Other:**

Wage Payment Schedule:

You will be paid weekly

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

We do have an apron that you have to wear the first one will be provided for you. If you want any extras or lose one you will have to purchase one. Long hair does have to be held up above your shoulders. Being well groomed and take care of yourself. For men button up shirts are required pants as well. No shorts and no blue jeans. The girls are not required to wear a button up but do need to wear a something modest. Shirts below the knee and pants are also required no blue jeans.

Second Job Availability: Yes, likely

Applicable Company Policies:

No cell phones when working. Must be put away. Must keep clean work conditions. Must be on time and punctual for every shift.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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