Position Details

Overview

Position Title: *Bar Harbor Club-Banquet Set-up/Server-Sum27*

Position Code: *PC1649590*

Host Company Name: *Bar Harbor Club*

Host Company Description:
Bar Harbor Club invites you to socialize and relax with family and friends at the water's edge.

Experience the summer in Maine as it's meant to be enjoyed. The Club has been revived to its original grand state and features spectacular grounds in one of Maine's most scenic oceanfront locations.

Immerse yourself in a world of self-indulgence at our spa, engage in a friendly game of tennis or cool off in the ocean-front pool. We look forward to exceeding your expectations and welcoming you to the Bar Harbor Club way of life.

Working at Bar Harbor Club will offer you the opportunity to learn world-class hospitality skills in a beautiful coastal setting.

City: *Bar Harbor*

State: *ME*

Gender Preference: *Male*

English Level: *Advanced*

Minimum Age: *18*

Earliest Start Date: *6/1/2027*

Earliest End Date: *9/30/2027*

Latest Start Date: *6/15/2027*

Latest End Date: *10/10/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule: *To be determined upon your arrival.*

Shift may vary and consist of day and evening shifts.

Working Weekends and Holidays is required

Additional Hours Details:

Position Description:
The Banquet Set- up/Houseperson is responsible for setting up and breaking down all meeting spaces with tables/chairs/water, etc for special events at the club. This position require temporary cross training in other positions based on business demands in the early season. Banquet Set-up rate is $15.10.

This is a physical demanding job that requires someone who is motivated and willing to work hard.

When needed and based on business levels and the size events, you may also work as a Banquet Server, assisting with food and beverage service at special events. Banquet Server rate is $18

Since you will have interaction with the guests, advanced English is required.

SECOND JOBS:

It is possible for participants to obtain a second job, but the second job must not interfere with the schedule for your job at Bar Harbor Club.

Intrax participants are not permitted to work a second job without first receiving approval from Intrax.

Under the general guidance and supervision of the Banquet Manager / Banquet Captain and within the limits of established Bar Harbor Resorts policies and procedures, assists in setting & serving all aspects of food service activities in Banquets department creating an atmosphere of success. Exhibits a commitment to excellence by performing the following duties personally or with fellow associates.

Duties and Responsibilities:

1. *Follow proper hygiene, uniform and etiquette standards.*
2. *Exhibits proper knowledge of industry trends and hotel information.*
3. *Properly follows Event orders information effectively and efficiently.*
4. *Communicates guest satisfaction to Banquet Manager/ Captain*
5. *Competency of Resort and department standards.*
6. *Communicates any inventory or equipment issues to Captain or Manager.*
7. *Exhibits competency in setting and serving all manners of events; both Corporate and Social as needed.*
8. *Adherence and support of hotel policies and procedures.*
9. *Proactively and professionally handles stressful situations effectively.*
10. *Exhibits proper job knowledge and competency of each position as needed.*
11. *Attends all required training seminars and department meetings.*
12. *Ensures adherence to safety and sanitation standards.*
13. *Ability to calculate figures and amounts.*
14. *Ability to read, analyse and interpret general documents*
15. *Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.*

Required Duties: ** Setting up tables and chairs for meetings and banquets.*
**Setting up equipment and displays for meetings and banquets.*

**Setting up water stations and drink stations.*
**Taking down tables and chairs after meetings and banquets*
**Emptying trash at end of each event.*
**Cleaning banquet room at end of each event.*

Skills Required:
This position requires great English communication skills. Students will need to be alert and ready to serve the guests as needed. This position requires standing, walking, and lifting for long periods of time.

Supplies Required:
Your uniforms will be provided and your employer will order shoes after you arrive. You should bring a pair of tennis shoes /sneakers start off until the new shoes are delivered.

Supplies Cost:

Company Policies:
Reserves the right to conduct random drug testing.
COVID: Masks are required in property interior public spaces. Sanitizer stations are placed throughout. Signs throughout to remind us how to protect each other & maintain social distancing. Food handlers practice safe food prep & service practices

Interview Required?: *Yes*

Additional Information:

Training Dates:

Different Training Period Wage:

Physical Demands:
Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: *USD 18.00*

Pay Frequency: *Weekly*

Pay Notes: *Banquet Set-up pay rate is $15.10 per hour. Banquet Server pay rate is $18.00 per hour.*

Overtime may be available during the peak season

Overtime Available? *Yes*

Overtime Rate: *22.65*

Days Before Start of Work: *2*

Tipped Position? *No*

Accepts Couples? *Yes*

Accepts Groups? *No*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport: *Boston, Massachusetts - Logan Airport*

Nearest Bus Station: *Bangor, Maine Concord Coach Lines: https://concordcoachlines.com/stop/bangor-me/*

Nearest Train Station: *This is not the recommended mode of transportation.*

Transportation to Company:
You are responsible for your own transportation to and from work every day, unless otherwise indicated.

Free transportation is provided beginning the third week of June by the Island Explorer: http://www.exploreacadia.com/routefinder.htm .

Your employer will provide transportation for early morning shifts as well as a ride home after a late evening shift.

Reporting Instructions:
Please plan on arriving in Bar Harbor Monday –Friday before 5:00PM to check into employee housing.

If you arrive in Bangor late in the day (After 5:00PM), please make arrangements to stay in a hotel in Bangor and come to Bar Harbor the next day.

Our hotel in Bangor is the Fairfield Inn. You may email for reservations to krystal.walsh@oceanprop.com or 207 990 0001. A discounted rate of $59.00 will be available if the hotel is not full. Be sure you give her the names of all guests and how many rooms you will need.

Travel Instructions:
Please arrive to Logan Airport in Boston, MA. From any terminal at the airport, take the Concord Coach bus line to Bangor, Maine. The bus ride is between 4.5 and 6.5 hours depending on traffic and a ticket costs about $45. https://concordcoachlines.com/

Transportation from Bangor to Bar Harbor is available on the Bar Harbor-Bangor Shuttle. You may make reservations by email--reservations@barharborshuttle.net or calling 207 479-5911. The cost for this is $55.00.

Nearest Social Security Office: *Nearest Social Security Office:*
Address: 202 Harlow St, Bangor, ME 04401
Phone: (877) 405-1448

Employer will provide transportation to Social Security office soon after arrival

Social Security Instructions:
Please check in on your MY INTRAX account the day you arrive in the United States. You must wait 5-7 days, after checking in with Intrax, before you can apply for a Social Security card.

Area Information

Area Information:
Bar Harbor is a small city located on Mount Desert Island in Maine. It is a famous summer tourist destination for Americans and Canadians. The downtown area is lined with shops and restaurants. The island is also home to one of the United States' most beautiful parks: Acadia National Park.

Climate:
Summers in Bar Harbor are usually warm and humid, but please be prepared for windy and cool nights, since it is located on the ocean. In the beginning of June and in September it will not be very hot (70 Fahrenheit or 21 Celsius), but temperatures in July and August can be warmer (80 Fahrenheit or 26 Celsius).

Nearest Major Cities:
Bangor, Maine: 1.25 hours by car
Portland, Maine: 3 hours
Boston, Massachusetts: 4.5 hours

Cultural Opportunities:
Bar Harbor is the perfect destination for a fun summer in the United States! You'll have plenty of opportunity to explore the beautiful natural settings and enjoy some nightlife too!

Be sure to visit:

**Acadia National Park for a day of hiking, swimming, camping, or just relaxing in nature.*

**Mount Desert Island Oceanarium for a tour of a salt marsh, Lobster Museum, and Lobster Hatchery*

**Reel Pizza Cinerama to watch a movie and eat tasty pizza on rainy day.*

**Walk downtown for shopping, dining out, or enjoying a night at the pub with friends.*

*Go on a Whale Watching Tour

*Visit Village Green to rest after all of your exploring and watch the sunset over the harbor.

Website: http://www.barharborclub.com

Additional Website Info:

Accomodation Option: Bar Harbor Resorts Employee Housing

Company Arranged: *Yes*

Company Recommended: *Yes*

Description:
There are different housing locations, within 1-2 miles of your work site. Housing is usually dormitory style, and you will be sharing a room with other employees. There is a laundry facility and kitchen.

All buildings are non-smoking with a strictly enforced designated smoking area. Drinking alcohol is not allowed in housing.

Drinking anywhere on property or smoking outside designated smoking may result in further action, including eviction.

Quiet hours are 10pm-8am and strictly enforced by security guard and security cameras. Failure to comply with quiet hour restrictions and security guard's directives may result in further action, including eviction.

Common Areas are provided with scheduled times of availability.

Housing is not assigned until May. If you have a roommate request, you must notify your employer BEFORE May 1.

Estimated Weekly Cost: *USD 150.00*

Additional Weekly Cost:

Additional Cost Description: *Rent is $150 per week. A $100 deposit is due upon arrival plus the first week's rent.*

Commute Options: *Walking; Bicycle; Bus*

Commute Cost: *USD 0.00*

Company Provides Transportation: *No*

Estimated Distance to Company: *1-2 miles*

Gender Restrictions: *None*