

Position Details

Overview

Position Title: Harbor View Hotel-Server Assistant/Barback/Barista-Sum27

Position Code: PC1649854

Host Company Name: Harbor View Hotel

Host Company Description:

The Harbor View Hotel is a high end resort on Martha's Vineyard, Massachusetts.

The Harbor View Hotel has been an icon on Martha's Vineyard since 1891. Families who have spent each season here for generations treasure the venerable Harbor View Hotel history. Today, the hotel combines the traditions of the past with a comfortable, relaxing ambiance for a timeless yet contemporary experience.

Today, the Harbor View Hotel is a Martha's Vineyard landmark renowned for drawing upon its legendary past along with offering today's most coveted amenities and activities. To continue these traditions well into the future, the current owners will be introducing new resort amenities so that generations of guests will continue to enjoy the best of the Hotel's past, present during every visit.

City: Edgartown

State: MA

Gender Preference: No Preference

English Level: Advanced

Minimum Age: 18

Earliest Start Date: 5/1/2027

Earliest End Date: 9/1/2027

Latest Start Date: 6/20/2027

Latest End Date: 10/15/2027

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:

Participants will work an average of 32 hours per week over the course of the program. Some weeks may have more hours, some weeks may have fewer hours.

Position Description:

Summary: *The Server Assistant will clear and reset tables and assist the food servers in their duties while providing courteous, professional and efficient service to the guests. Must adhere to all state, federal, and corporate liquor regulations pertaining to the*

serving of alcoholic beverages to minors and intoxicated guests, ensuring all laws are followed. While in the barista position you will responsible for preparing and serving hot and cold beverages, taking customer payments and keeping the workspace clean and organized.

Server Assistants MAY be promoted to Server after arrival based on skill (not guaranteed).

Candidate should be looking for a 4 month program if applying to this position.

Essential Job Functions and Primary Responsibilities:

- Quickly clear dirty table settings and prepare table for resetting. Promptly and consistently reset all service ware as prescribed.
- Maintain stock and cleanliness of stations for all meal periods with necessary equipment including silverware, linen and condiments.
- Serve guests with beverages, breads and butter to begin their dining experience and replenish as necessary.
- Transport all dirty tableware from dining room to dishwashing area for proper cleaning.
- Folding napkins for all meal periods throughout the day to maintain an adequate supply.
- Stocks and maintains service stations with the proper supplies before, during and after each shift.
- Assists servers in the delivery of orders and pre-busing tables.
- Perform other duties as requested, such as cleaning unexpected spills, or special guest requests, to ensure total satisfaction.
- Perform any related duties as requested by supervisor/manager.
- Assists other Restaurant Personnel when need.
- Ascertain a guest's satisfaction and handle any problem, which may arise informing a manager of the problem and how it was resolved.
- Respect guest confidentiality.
- Follow proper uniform procedures, wear proper uniform and maintain high standard in regard to personal appearance as outlined in the Employee Handbook.
- Check schedule on a regular basis for changes. Arrive at your work area at time listed in schedule
- Be aware of appearance, quality of work, and attitudes with guests.
- Must adhere to all state, federal, and corporate liquor regulations pertaining to the serving of alcoholic beverages to minors and intoxicated guests, ensuring all laws are followed.
- Report unsafe conditions to management. Properly handle and report employee guest accidents.
- Perform other tasks or projects as assigned by the Supervisor, MOD or hotel management.

Qualifications Required:

- Must have basic knowledge of food and beverage preparations, service standards, guest relations and etiquette.
- Knowledge of the appropriate table settings and service ware.
- Basic knowledge of the English language sufficient to understand inquiries from customers and communicate simple instructions.
- Excellent people skills possess a positive, outgoing and naturally curious personality.
- Ability to follow all Harbor View Hotel standards policies and procedures.
- Ability to work productively with other employees as part of a team.
- Ability to handle obstacles in a positive and professional manner and to effectively communicate these problems, along with suggested solutions
- Ability to perform basic arithmetic
- Ability to work a flexible workweek including nights, weekends and holidays.

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 Harbor View. Sometimes, working a second job while in a food and beverage position could be difficult due to the variety of shifts Server Assistants may be required to work.

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

Required Duties: **Assisting Servers*
**Clearing and cleaning tables*

**Other duties as assigned*

Skills Required:

4 month program for this position. 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: *You will receive instructions on which shoes to purchase from HR.*

Supplies Cost:

Company Policies:

The employer reserves the right to drug test at any time.

To maintain Harbor View Hotel's quality image, it is important for employees to present a neat, professional, well-groomed appearance at all times. Your appearance is an important part of the impression guests have of our hotel.

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 outdoors; 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 10.00

Pay Frequency: Bi-Weekly

Pay Notes: *There is a \$100 refundable uniform deposit*

Overtime Available? No

Overtime Rate:

Days Before Start of Work: 1

Tipped Position? Yes

Accepts Couples? Yes

Accepts Groups? Yes

Second Job Allowed? Yes

Company Provided Housing? Yes

Arrival Information

Recommended Airport: *Logan International, Boston, MA.*

Nearest Bus Station: www.vineyardtransit.com/pages/vta_schedule/dates

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

Transportation to Company:

You will be responsible for getting yourself to and from the hotel for work. Depending on the exact housing location, the available options may be walking, biking, and/or taking a bus. Martha's Vineyard has a good public transportation system that one can use to get around the island: www.vineyardtransit.com/pages/vta_schedule/dates

Reporting Instructions:

Please provide accurate start and end date information during your interview. Please do not commit to work dates that are NOT within your country embassy dates or university break. It is unprofessional and inconvenient to change dates following the interview.

You will receive a letter from human resources providing further instructions of when to report to the hotel and how to get to housing. Please note, housing will not be available any earlier than 48 hours before your work start date. Please keep in touch with your employer regarding anticipated arrival date & time.

Travel Instructions:

Take Peter Pan bus from Logan Airport to Woods Hole. The bus ride takes approximately 2 hours. You must purchase bus tickets online ahead of time: www.peterpanbus.com

Once in Woods Hole you will need to take a ferry to the Island. For information on ferries, please visit <http://www.steamshipauthority.com>

Nearest Social Security Office: *TECHNOLOGY PARK
48 RESEARCH RD
EAST FALMOUTH, MA 02536
Phone: 1-855-881-0212
Hours:
Monday 9:00 AM - 3:00 PM
Tuesday 9:00 AM - 3:00 PM
Wednesday 9:00 AM - 12:00 PM

Thursday 9:00 AM - 3:00 PM
Friday 9:00 AM - 3:00 PM*

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:

Martha's Vineyard is an island located south of Cape Cod in Massachusetts. The island has a land area of 87.48 square miles and is the 58th largest island in the United States and the third largest on the East Coast of the United States. It is also the largest island not connected to mainland by a bridge or tunnel on the East Coast of the United States.

The Vineyard is like no other place in the world. Though the Island is small, each of its 6 towns has its own distinct charm and personality: Edgartown, Vineyard Haven, Oak Bluffs, Chilmark, Menemsha, Aquinnah.

Martha's Vineyard is famous for being the summer vacation retreat of the United States President. Many presidents, including President Obama, spend their summer holidays on Martha's Vineyard.

Websites: Martha's Vineyard Online www.mvol.com

Climate: Since Martha's Vineyard is an Island and is surrounded by water on all sides, the weather can be very hard to predict. The ocean acts as a natural air conditioner keeping temperatures at a comfortable level. Summer temperatures can range from 60 degrees F to 85 degrees F depending on the weather.

Nearest Major Cities (you must take a 1-2 hour ferry ride to the mainland to access transportation to these cities. Once on the mainland the following cities are easily reachable by bus:

Boston, MA (1.5 hours away)

New York, NY (4 hours away)

Providence, RI (1.5 hours away).

Cultural Opportunities: *There is so much to do on Martha's Vineyard, you won't have time to be bored:*

*beaches
swimming
boating
great shopping & dining
biking tours
nature walks
great night life
Martha's Vineyard Film Center
Edgartown Lighthouse
Felix Neck Wildlife Sanctuary
The Granary Gallery
Cottage Museum
Old Whaling Church
Martha's Vineyard Historical Society
African American Heritage Trail*

Website: <http://www.harborviewhotel.com>

Additional Website Info:

Accommodation Option: Harbor View Hotel Employee Housing

Company Arranged: Yes

Company Recommended: Yes

Description:

Housing is provided by the employer.

You cannot check into housing more than 48 hours before your work start date (not DS 2019 start date). If you arrive more than 48

hours before work start date, then housing will not be available to you.

Employee housing consists of several buildings. Employee housing will be located on Martha's Vineyard with access to the bus route

Housing is shared with other employees of Harbor View Hotel. Please note that many of Harbor View's summer employees come from other countries.

Harbor View will assign participants to a specific housing location closer to arrival.

Housing is fully furnished including twin beds or bunk beds. Students are expected to provide their own toiletries, paper goods (paper towels, toilet paper, etc.), food and disposable cleaning products.

Depending on the size and type of housing there can be 4-22 people per residence. You will be sharing a room with 2-4 other people.

Estimated Weekly Cost: USD 189.00

Additional Weekly Cost:

Additional Cost Description:

Estimated cost of housing is \$189 per person per week.

Security deposit is \$100.

If you take the bus, you will need to pay the bus fares. You should expect to pay about \$150 total during the summer for your transportation.

Housing will not be available earlier than 48 hours before you start work.

Housing must be paid on time and in full. Housing cannot be deducted from paycheck.

Commute Options: Walking; Bicycle; Bus

Commute Cost:

Company Provides Transportation: No

Estimated Distance to Company:

15-30 minutes by bus or bike.

Commute costs depend on the method of transportation you chose. For bus fares, please visit:

http://www.vineyardtransit.com/Pages/VTB_WebDocs/Fares

Gender Restrictions: None