



## Hotel Iroquois - Front of House Staff

### HOST INFORMATION

**Company Description:**

*We provide housing for our staff. Continental breakfast, light lunch and dinner daily is prepared for you in our staff kitchen and served at prescribed times. We make every effort to provide well-balanced and nutritious meals.*

*We look for staff who are energetic and interested in meeting new people from other parts of the country as well as other cultures.*

*Employees enjoy some of the best room and board available on Mackinac at the Hotel Iroquois featuring an apartment style complex out of downtown in the residential district adjoining the State Park property and trails. We employ approximately 100 people over the course of the summer season from early May through October.*

*Mackinac Island is the number one tourist destination in the Midwest. No cars are on the island, just bicycle, foot and horse traffic. It is like going back in time! With over 10,000 visitors a day it is a beautiful place to live and play.*

*The Hotel Iroquois is in the premiere waterfront location on historic Mackinac Island. With 80% of the island protected by a Michigan State Park the island is flush with outdoor recreational activities while having a vibrant business community and tourism industry.*

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

**Site of Activity:** Hotel Iroquois

**Parent Account Name:** Hotel Iroquois

**Host Address:** 7485 Main Street Mackinac Island , Michigan , 49757

**Nearest Major City:** Grand Rapids , Michigan , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Job responsibilities of Front of House Staff include:*

*Entry-level fine dining restaurant position*

*Hosting, bussing, bar-back, tea service and breakfast attendant responsibilities*

*Great guests as they arrive at the restaurant and hotel*

*Guide guests through the dining rooms and provide any needed assistance*

*Move and arrange tables, chairs, and settings and organize seating for groups with special needs*

*Ensure place settings are appropriate and each guest has a napkin, clean silverware, and any other item that is part of the standard place setting*

*Check menus to ensure they are current, clean, plentiful, and wrinkle-free*

*Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures*

*Set up, service and break down continental breakfast*

Monitor dining rooms for seating availability, service, safety, and well-being of guests  
Provide assistance to servers and bartenders to maintain flow of service  
Education and experience:

High school diploma or GED  
No experience needed, on the job training provided

**Typical Schedule:**

7am - 3pm and 3pm - 11pm; Sun-Sat. One day off per week. Days off and shifts vary. 35 - 40 hrs per week. OT varies after 40 hours.

**Seasonal changes to job duties or available hours:** Yes

Weekly hours will be different due to changes in the operating season

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$560

**Bonus:** Yes

End of season bonus based on fulfilling contract - 15% of housing cost returned

\* 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:** 50

**Potential fluctuation in hours per week:**

Hours fluctuate depending on restaurant events and hours of operation

**Average number of hours per week reached by last year's seasonal employees:** 42

**Overtime Policy:**

Yes, paid after 40 hours

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Ability to lift and move up to 25 pounds.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniform tops are provided, black pants and black non-slip shoes are required.*

*Cost of uniform:* \$0

*Uniform laundry:* Provided at no cost

**Dress Code:** Yes

*Description:*

*Uniform top provided by employer - black pants and black non-slip shoes are required.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Karaoke Nights or Talent Shows, Movie or Game Nights, Sporting Events, Holiday Events*

**Additional Details about Cultural Offerings:**

*At the hotel we celebrate national holidays of both the US and countries where our employees travel from. We participate in International Housekeeping Week and other hospitality events to reward our team for their hard work.*

**Local Cultural Offering:**

*Mackinac Island has multiple organizations that host events for employees and tourists throughout the year. Mackinac Arts Council hosts weekly concerts, seasonal theater performances, a summer talent show and weekly movies. The City of Mackinac Island hosts numerous recreation activities each week.*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Apartment style housing is available for all employees. Each apartment has a shared living room and five bedrooms, each with two beds and a private bathroom. The common room features a kitchenette with a refrigerator, dish sink and microwave. There is complimentary wifi and television. There is a commissary with games, books, television, pool table, soda machine and laundry facilities.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Complimentary high speed internet is provided.

Phone Service: Yes

Description:

Cellular service is available throughout the island, there is also a landline phone in the commissary of employee housing.

Kitchen facilities: No

Description:

Each apartment features a kitchenette with a refrigerator, dish sink and microwave.

Laundry facilities: Yes

Description:

The commissary has coin operated washers and dryers, the cost is \$1 to wash and \$1 to dry.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

We do take housing requests for roommate assignments, but they are not guaranteed. Rooms are male or female, not co-ed.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$135

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Housing deposit is collected upon arrival, before access is given to the apartment. The deposit can be either cash or check.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The deposit will be returned on the final paycheck after a housing inspection is completed.

Details About Deposit Refund:

*The deposit will be returned on the final paycheck after a housing inspection is completed.*

### **Transportation to Worksite:**

#### *Walking Commute Time*

*Estimated commute time: 15 to 30 minutes*

*Description: Housing is located about 1.5 miles from the hotel.*

#### *Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Housing is located about 1.5 miles from the hotel.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*We recommend that students fly into Pellston Regional Airport (PLN) and take the Mackinaw Shuttle to Shepler's Ferry dock in Mackinaw City (<https://mackinawshuttle.com/>), this shuttle service will need to be booked in advance and the cost of the shuttle is about \$40.*

*You will need to purchase a ferry ticket (<https://www.sheplersferry.com/>) the cost is around \$34 round trip, this can be purchased at the ticket office the day you arrive to the boat dock. Students can walk from the ferry dock to the hotel once they arrive on the island, it is one block away.*

### **Suggested Arrival Airport:**

*Pellston, PLN, Less than 25 miles*

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

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

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

*Pellston Lodge*

*1600 US 31 N*

*Pellston, Michigan 49769*

*<https://pellstonlodge.com>*

*231-539-7000*

*\$100 to \$150*

## 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:

Transportation to the nearest Social Security office will be provided.

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

**Other:**

Wage Payment Schedule:

Bi-weekly paycheck.

Meal Plan: Mandatory

Estimated Cost Per Day: \$19

Meal Plan Description:

Continental breakfast, prepared lunch and dinner provided daily in the Employee Dining Room.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Good hygiene is important, you must show up to work bathed, wearing deoderant and teeth brushed. Facial hair must be well maintained, visible tattoos and piercings must not be excessive or offensive. Uniforms are provided.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phone usage is not permitted while on duty. Smoking, is allowed during breaks and in designated areas. All employee housing building are non-smoking.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**Unavailable:**

*Fitness Center*



## Hotel Iroquois - Back of House Staff

### HOST INFORMATION

**Company Description:**

*We provide housing for our staff. Continental breakfast, light lunch and dinner daily is prepared for you in our staff kitchen and served at prescribed times. We make every effort to provide well-balanced and nutritious meals.*

*We look for staff who are energetic and interested in meeting new people from other parts of the country as well as other cultures.*

*Employees enjoy some of the best room and board available on Mackinac at the Hotel Iroquois featuring an apartment style complex out of downtown in the residential district adjoining the State Park property and trails. We employ approximately 100 people over the course of the summer season from early May through October.*

*Mackinac Island is the number one tourist destination in the Midwest. No cars are on the island, just bicycle, foot and horse traffic. It is like going back in time! With over 10,000 visitors a day it is a beautiful place to live and play.*

*The Hotel Iroquois is in the premiere waterfront location on historic Mackinac Island. With 80% of the island protected by a Michigan State Park the island is flush with outdoor recreational activities while having a vibrant business community and tourism industry.*

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

**Site of Activity:** Hotel Iroquois

**Parent Account Name:** Hotel Iroquois

**Host Address:** 7485 Main Street Mackinac Island , Michigan , 49757

**Nearest Major City:** Grand Rapids , Michigan , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Job responsibilities of Back of House Staff include:*

*Prepare salads, sandwiches, soups and desserts for à la carte fine dining meal service*

*Lunch and dinner service on the cold line*

*Cook food and prepare top quality menu items in a timely manner*

*Test foods to ensure proper preparation and temperature*

*Ensure the proper sanitation and cleanliness of surfaces and storage containers*

*Ability to move and lift up to 25 pounds*

*Utilize the proper equipment and sanitation techniques to ensure clean dishes*

*Place clean dishes in assigned storage location*

*Be self-motivated and use time wisely*

*Be able to speak and understand English*



*Education and Experience:*

*High school diploma or GED*

*Great teamwork skills and attention to detail*

*No experience required, on the job training provided*

**Typical Schedule:**

*7am - 3pm and 3pm - 11pm; Sun-Sat. One day off per week. Days off and shifts vary. 35 - 40 hrs per week. OT varies after 40 hours.*

**Seasonal changes to job duties or available hours:** Yes

*Weekly hours will be different due to changes in the operating season*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$14

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$560

**Bonus:** Yes

*End of season bonus based on fulfilling contract - 15% of housing cost returned*

*\* 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:** 50

**Potential fluctuation in hours per week:**

*Hours fluctuate depending on restaurant events and hours of operation*

**Average number of hours per week reached by last year's seasonal employees:** 42

**Overtime Policy:**

*Yes, paid after 40 hours*

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Ability to lift and move up to 25 pounds.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniforms are provided, black non-slip shoes are required.*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Uniform required and provided by employer*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Karaoke Nights or Talent Shows, Movie or Game Nights, Sporting Events, Holiday Events*

**Additional Details about Cultural Offerings:**

*At the hotel we celebrate national holidays of both the US and countries where our employees travel from. We participate in International Housekeeping Week and other hospitality events to reward our team for their hard work.*

**Local Cultural Offering:**

*Mackinac Island has multiple organizations that host events for employees and tourists throughout the year. Mackinac Arts Council hosts weekly concerts, seasonal theater performances, a summer talent show and weekly movies. The City of Mackinac Island hosts numerous recreation activities each week.*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

Apartment style housing is available for all employees. Each apartment has a shared living room and five bedrooms, each with two beds and a private bathroom. The common room features a kitchenette with a refrigerator, dish sink and microwave. There is complimentary wifi and television. There is a commissary with games, books, television, pool table, soda machine and laundry facilities.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Complimentary high speed internet is provided.

Phone Service: Yes

Description:

Cellular service is available throughout the island, there is also a landline phone in the commissary of employee housing.

Kitchen facilities: No

Description:

Each apartment features a kitchenette with a refrigerator, dish sink and microwave.

Laundry facilities: Yes

Description:

The commissary has coin operated washers and dryers, the cost is \$1 to wash and \$1 to dry.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

We do take housing requests for roommate assignments, but they are not guaranteed. Rooms are male or female, not co-ed.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$135

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Housing deposit is collected upon arrival, before access is given to the apartment. The deposit can be either cash or check.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The deposit will be returned on the final paycheck after a housing inspection is completed.

Details About Deposit Refund:

*The deposit will be returned on the final paycheck after a housing inspection is completed.*

### **Transportation to Worksite:**

#### *Walking Commute Time*

*Estimated commute time: 15 to 30 minutes*

*Description: Housing is located about 1.5 miles from the hotel.*

#### *Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Housing is located about 1.5 miles from the hotel.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

*We recommend that students fly into Pellston Regional Airport (PLN) and take the Mackinaw Shuttle to Shepler's Ferry dock in Mackinaw City (<https://mackinawshuttle.com/>), this shuttle service will need to be booked in advance and the cost of the shuttle is about \$40.*

*You will need to purchase a ferry ticket (<https://www.sheplersferry.com/>) the cost is around \$34 round trip, this can be purchased at the ticket office the day you arrive to the boat dock. Students can walk from the ferry dock to the hotel once they arrive on the island, it is one block away.*

### **Suggested Arrival Airport:**

*Pellston, PLN, Less than 25 miles*

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

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

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

*Pellston Lodge*

*1600 US 31 N*

*Pellston, Michigan 49769*

*<https://pellstonlodge.com>*

*231-539-7000*

*\$100 to \$150*

## 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:

Transportation to the nearest Social Security office will be provided.

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

**Other:**

Wage Payment Schedule:

Bi-weekly paycheck.

Meal Plan: Mandatory

Estimated Cost Per Day: \$19

Meal Plan Description:

Continental breakfast, prepared lunch and dinner provided daily in the Employee Dining Room.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Good hygiene is important, you must show up to work bathed, wearing deoderant and teeth brushed. Facial hair must be well maintained, visible tattoos and piercings must not be excessive or offensive. Uniforms are provided.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phone usage is not permitted while on duty. Smoking, is allowed during breaks and in designated areas. All employee housing building are non-smoking.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Walking Distance from Housing:**

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

**Unavailable:**

*Fitness Center*