



WORK & TRAVEL USA

## Lodge at Leathem Smith - Restaurant Server

### HOST INFORMATION

#### **Company Description:**

*The Lodge has been hosting students since 2014, giving students the opportunity to cross train between our hotel which has 63 rooms, restaurant or events (weddings, reunions, etc.). We will provide plenty of job opportunities; however we will support students who have interest in a second job. We treat students like family, we provide housing and a bike for each student. Our property is located 5 minutes from stores and downtown Sturgeon Bay. With this we provide free activities such as boating, fishing and movies.*

*Another opportunity is provided by a local student organization that hosts different activities to connect all students in the area twice a month. These events are free and include activities such as picnics, hiking and tours.*

*The Lodge at Leathem Smith sits on 13 acres with a marina, ballrooms, and outdoor Tiki Bar with lake view in Sturgeon Bay. With 10,000 year round residents our community is considered safe with no crime. Each year we see 800,000 to 1,000,000 tourist's. Our residents are welcoming and host around 500 students in the area.*

*Our general manager, Milan (Serbia) started his career as a j1 student in 2015. He is available 24 hours a day to help navigate students and offering advice.*

*If you are interested in working in a safe environment with plenty of local activities, shopping centers, and low cost activities that will allow you to save money. The Lodge at Leathem Smith is for you.*

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

**Site of Activity:** Lodge at Leathem Smith

**Parent Account Name:** Lodge at Leathem Smith

**Host Address:** 1640 Memorial Drive Sturgeon Bay, Wisconsin, 54235

**Nearest Major City:** Greenbay, Wisconsin, Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

*Restaurant Server/Busser employee is required to perform various food and beverage tasks, events and set up related tasks including:*  
*Run food from the kitchen to the banquet hall on demand*  
*Assist with food and table prep before the event begins*  
*Set up buffets with food presentation standards and practices in mind, ensuring safe food handling performance*  
*Serve plated dinners to guests and respond to requests for beverages, appetizers and other needs*

*Communicate with banquet supervisor as well as other servers and event organizers*

*Serve alcoholic and non-alcoholic beverages*

*Open wine and take drink orders*

*Clean up venue after event ends and assist with inventory, food storage and other closeout tasks*

*Other duties may be assigned*

*Banquet servers typically roaming non-standard waiters and waitresses. In a typical restaurant setting, the wait staff will have tables they are assigned to cover, but banquet servers are responsible for accommodating all guests at a function while circulating the room.*

*Anticipating the needs of the guests and responding politely to their requests are common required tasks.*

*Banquet servers set up for events, carry trays, serve guests, and clean up at the event's conclusion. Set up can include putting out tablecloths and place settings, arranging table placement and putting up a buffet. A banquet server's duties during the event can vary based on the situation, but, in general, they must be able to focus on the job while staying on their feet and moving about freely, which can include bending, climbing stairs, and carrying items weighing 25-50 pounds.*

*Good communication is important, as is being able to follow directions efficiently and meeting the physical demands of the job. A positive attitude while on the job is also essential. Banquet servers must adhere to health and safety standards at all times, even when closing down at the end of the event, which may include breaking down the table set up and taking tablecloths and linens to the laundry. Cleaning tables and helping servers and bartenders with restocking.*

*This is a high volume portion as the resort hosted 60 + wedding last year.*

**Typical Schedule:**

*Usually 12-8, 3-10. It can vary*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$4

**Eligible for Tips:** Yes

*Server will be paid \$4 per hour, busser will be paid \$8 per hour. When working as a server will receive tip from customers, when working as a busser will receive tip from coworkers. Over \$700 per week*

**Estimated weekly wages including tips:** \$700

**Bonus:** No

*\* All figures above are pre-tax*

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

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

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

*Different pay \$4/hr or \$8/hr. When a server, tip available directly from customer. When a busser, will receive tip from coworkers. This position student will be able to make over \$700 per week.*

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

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Every week we have a lot of banquets, we will be able to eat or take home food with no charge. 50% discount for food of the menu. Indoor restaurant, outside Tiki bar and ballroom for private events.*

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*staff will be asked to pick up and carry objects up to 50 lbs*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

**Job Training required:** Yes

*Length of job training:*

*1-2 Weeks*

*Hours per week during training period: 38*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Overtime for holidays*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Students should bring black pants and black button-down shirts. No sweatpants or leggings. Please bring comfortable shoes.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** No

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Movie or Game Nights, Sporting Events, Trips to Nearby/Major Attractions, Trips to Major City, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Shopping Trips, Karaoke Nights or Talent Shows*

**Additional Details about Cultural Offerings:**

*The owner will take students on a boat ride, fishing, movie nights, excursions. We will connect students with other organizations who provide different activities with no cost. Students will have opportunity to explore the area, meet local people which will make their free time enjoyable.*

**Local Cultural Offering:**

*Sturgeon Bay is a vibrant arts mecca with a lot of festivals and historic shopping districts laden with dining, pubs, and cozy coffee shops. The local park is located only 10 minutes walking distance from the property and they host concerts on Wednesday's open to public with no charge.*

## 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:**

*Six bedroom house with two bathrooms, full kitchen, microwave, refrigerators, freezers, utensils, air conditioning, bedding, linen provided, towels, TV, internet, washer and dryer. House have a private yard with outdoor grill and garage. Students house is in the perfect condition and it is located only one block from The Lodge. 7 minutes walking distance and 3 minutes bike ride. Students are expected to pick up after themselves and participate in the weekly cleaning chore chart! Students are required to pay \$300 deposit that will be taken out from their second paycheck. If they keep their room and generally all house clean deposit of \$300 will be returned to them before they leave.*

**Lease Agreement:** No

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*WiFi internet*

*Phone Service: Yes*

*Description:*

*land line or cell phone*

*Kitchen facilities: Yes*

*Description:*

*Students will be able to use kitchen in the house that is fully equipped with everything needed plus they will have outdoor grill available.*

*Laundry facilities: Yes*

*Description:*

*Students will have a washer and dryer at the house and they will be able to use it with No cost.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*yes, we will work on any requests.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$90*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$300*

*Description:*

*Deposit of \$300 will be taken out of students second paycheck. If students keep their room and all house including the yard in a great shape they will receive a deposit back with their last paycheck before they leave.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*If students keep their room and the house in good cleaning shape including the yard they will receive \$300 back with their last paycheck. For all of this year's with students all of them received their deposit back. We never had any issues.*

*Details About Deposit Refund:*

*Students will receive \$300 house deposit with their last paycheck.*

### **Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is only one block away from The Lodge and students can walk or ride bikes. 7 minutes walking distance or 3 minutes riding the bike.*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: Yes*

*Bicycles are not provided: No*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Housing is one block away from the Lodge, and students can walk or ride bikes.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

We suggest that students fly into **Chicago O'Hare International airport (ORD)**. Then will take metro from airport to the Chicago Union Station Metropolitan Lounge. 225 S Canal St Chicago IL 60606. Then you will have a 10 minute walk to the Chicago Bus Station on 630 W. Harrison St, Chicago IL 60607.

Take a Greyhound bus from Chicago to Green Bay Metro station. The ticket prices are approximately \$40.

**In Green Bay, Milan general manager, will pick you up.** It will be a 30 minute drive from Green Bay to Sturgeon Bay.

Milan's cell phone number and viber or Whatsapp contact is **262-339-7185**, email address is **milan@thelodgeatls.com**

**Please send your arrival information to Milan at least 2 weeks in advance!**

Available for pick up everyday, **no later than 8pm.**

### **Suggested Arrival Airport:**

Chicago O'Hare International airport, ORD, Over 50 miles

Milwaukee Mitchell Airport, MKE, 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 Chicago-O'Hare International Airport

3939 Mannheim Rd

Schiller Park, Illinois 60176

[https://www.hilton.com/en/hotels/chiaphx-hampton-chicago-ohare-international-airport/?SEO\\_id=GMB-HP-CHIAPHX](https://www.hilton.com/en/hotels/chiaphx-hampton-chicago-ohare-international-airport/?SEO_id=GMB-HP-CHIAPHX)

(847) 671-1700

\$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:

Employer will help students with the social security process and bank accounts. We will give you a ride to the office with no cost for you.

Nearest SSA Office: Green Bay, Wisconsin, Less than 50 miles

**Other:**

Wage Payment Schedule:

Students will be paid 2 times per month, every 5th and 20th in month

Meal Plan: Optional

Estimated Cost Per Day: \$10

Meal Plan Description:

breakfast and dinner they can order off menu 50% off. After events we always have a lot of left over food that we are allow to eat and take it home with no charge.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees must appear for work clean and well groomed. We maintain a conservative professional image. No tattoos or facial piercings permitted. Employees must maintain a natural hair color and style. Facial hair must be neatly maintained or staff must be clean shaven. Men's hair can't be longer than collar of shirt or long enough to tuck behind their ears. Employees should shower daily, use deodorant and cannot wear strong perfumes.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking indoors, no cell phones while working.

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Shopping Mall, Bank, Restaurants, Fitness Center, Public Library*

***Walking Distance from Housing:***

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

***Unavailable:***

*Internet Cafe*