



## The Matterhorn - Host/Hostess

### HOST INFORMATION

#### **Company Description:**

*Stowe's world famous party spot ( voted #1 après ski bar in North America by the readers of USA Today Newspaper) is owner managed and has seen significant upgrades in all aspects of entertainment in the past few years.*

*For over 70 years, The Matterhorn (or simply "The Horn") has been the legendary heartbeat of Stowe's social scene. Located just minutes from the slopes at 4969 Mountain Road, we are the ultimate meeting place where locals, ski instructors, and visitors from around the globe gather.*

*The Vibe: We are famous for our high-energy atmosphere. By day, we are a relaxed riverside restaurant; by night, we transform into Stowe's premier nightclub. The Culture: Experience a true culinary melting pot! We serve everything from classic American wood-fired pizzas to world-class fresh rolls at our famous Sushi Bar. The Music: Live music is in our DNA. Our stage hosts the region's best bands—like the McMaple Band and Dark Star Project—keeping the energy high all winter long. Working at The Matterhorn means you at the center of the action. It is the perfect environment to practice English, make lifelong friends, and experience the warm, lively hospitality that makes Vermont special. Join us at "The Horn" for an unforgettable summer!*

**Host Website:** <https://matterhornbar.com/>

**Site of Activity:** The Matterhorn

**Parent Account Name:** The Matterhorn

**Host Address:** 4969 Mountain Rd Stowe , Vermont , 05672

**Nearest Major City:** Stowe , Vermont , Less than 10 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

*Host/Hostess is responsible for welcoming guests and providing a positive first impression of the restaurant. This position manages guest flow by greeting customers, confirming reservations, coordinating seating, and communicating wait times in a friendly and professional manner.*

*Essential duties include escorting guests to tables, maintaining accurate wait lists, assisting with phone inquiries, and supporting servers to ensure efficient service. Hosts/Hostesses help maintain cleanliness and organization in the front-of-house area and follow all customer service, safety, and workplace policies.*

*The position requires clear communication, attention to detail, and the ability to stand for extended periods. Training is provided, and no prior experience is required.*

#### **Typical Schedule:**

*Seasonal, full-time schedule. Approximately 30–40 hours per week. Shifts may include mornings, evenings, weekends, and holidays based*

on business needs.

**Drug Test required:** Yes

## COMPENSATION

**Hourly Wage:** \$21

**Eligible for Tips:** Yes

Hosts/Hostesses may receive shared or occasional tips based on restaurant policy. Tips are not guaranteed. Total compensation will meet or exceed applicable minimum wage requirements.

**Estimated weekly wages including tips:** \$21

**Bonus:** No

\* All figures above are pre-tax

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

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

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

**Potential fluctuation in hours per week:**

Weekly hours may fluctuate based on seasonal demand, guest volume, special events, weather conditions, and overall business needs.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Work meals during working shift

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

**Description:**

Occasional lifting of items such as menus, high chairs, booster seats, or light supplies weighing up to approximately 25 pounds. Tasks may include carrying items short distances and lifting at waist level.

Standing for entire shift

**Job Training required:** Yes

*Length of job training:*

*Approximately 3–5 days of on-the-job training.*

*Hours per week during training period: 35*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Participants will receive on-the-job training covering restaurant safety, food handling procedures, service flow, workplace policies, and customer service expectations. No prior certifications are required. All training is provided by the employer.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Employees are required to wear a restaurant-provided uniform top. Participants must supply their own black pants and slip-resistant, closed-toe shoes. Uniforms must be clean and worn during all scheduled shifts.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Employees must maintain a neat and professional appearance. Hair must be clean and secured if long. Jewelry should be minimal, and personal hygiene standards must be followed at all times.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

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

**Additional Details about Cultural Offerings:**

*Students immerse in authentic American dining culture at our legendary Après-Ski venue. They experience a unique culinary melting pot—from wood-fired pizza to sushi—while learning American hospitality standards and interacting with a diverse mix of locals and tourists in a lively atmosphere.*

**Local Cultural Offering:**

*Stowe offers rich cultural experiences: "Music in the Meadow" concerts (von Trapp legacy), the free Stowe Jazz Festival (celebrating creative freedom), and the Old-Fashioned 4th of July parade. Weekly Farmers' Markets and the Hot Air Balloon Festival offer further community immersion.*

## 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:**

*Description & Policies: Housing is guaranteed for all hired participants, so there is no "first-come, first-served" policy. Participants are required to live in this provided housing, which is conveniently located on-site at the worksite location. Amenities: Rooms: Shared bedrooms with a maximum of 2 participants per room. Individual beds are provided for each participant. Kitchen & Dining: Access to a fully equipped onsite kitchen including refrigerator, microwave, and cooking utensils. Connectivity: Wireless Internet (WiFi) is available. Laundry: Onsite laundry facilities are available for participant use. Other: Shared bathrooms and common living areas. Participants should*

plan to bring or purchase their own bed linens (sheets, pillows, blankets) and towels upon arrival. Costs: The cost is \$700.00 per month. This amount covers all utilities (electricity, water, heating/cooling, and internet). There is no separate housing deposit required.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Password access is available on site.

Phone Service: Yes

Description:

Participants will have access to a landline phone or reliable cellular service from local AT&T, Mint, T-Mobile Service

Kitchen facilities: Yes

Description:

Laundry facilities: Yes

Description:

Participants will have access to onsite laundry facilities within the building

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

The employer has arranged a house located in Stowe, VT Amenities: Occupancy: Participants will likely share rooms (approx. 2 people per room). Individual beds are provided. Facilities: The house includes a fully functional kitchen (with refrigerator, microwave, utensils), shared bathrooms, and common living areas. Connectivity: WiFi internet access is included. Laundry: Laundry facilities are available on-site.

**Provided Housing Cost:**

Required to Pay for Provided Housing: No

Utilities Costs: Yes

Cost per Week: \$150

Description:

\$600 per month covers utilities (water, electric, heat, etc.).

Housing Deposit: No

**Transportation to Worksite:**

Local Bus, Subway or Train

Estimated commute time: 15 to 30 minutes

Estimated cost: \$2.5

Total: No Per Day: Yes

Description: Local public transportation service

**Arrival Instructions:**

**The nearest major airport is Burlington International Airport (BTV). Stowe is served by Green Mountain Transit (GMT) for local and regional travel.**

*From the Airport, Visitors can take:*

1. *Bus: Requires multiple transfers via Williston, Burlington Downtown, Waterbury, then Stowe). \$2 to \$6 USD*
2. *Sub Zero Taxi / Airport Shuttle / Uber (e.g., Burlington Taxi, 89 Taxi, AA Transportation). The trip takes approximately 45 minutes to 1 hour. \$65 to \$130 USD (one-way, depending on the service and time of day).*

*The estimated taxi ride cost is **\$100**. Additionally, the employer, Charles Shaffer, may be able to provide a pickup if the students arrive at similar times.*

*Local and Regional Travel:*

1. *GMT Route 100 Connector and Montpelier LINK Express (Route 86; Route 108)*
2. *Sub Zero Taxi/ Uber*

*More on Local Transportation: <https://gostowe.com/plan-your-visit/travel-information>*

**Mandatory Arrival Date:** Sunday, May 20, 2025.

**Program Duration:** May 25, 2025 – September 14, 2025.

**Arrival Time:** The exact time is dependent on the participant's confirmed flight or bus/train schedule. The participant is required to share their full travel itinerary with the employer no later than one week prior to the arrival date.

**Social Security Office:** Yes, this is coordinated and provided by the employer, to ensure the participant can obtain their necessary documents promptly. Charles Shaffer will drive visitors to Montpelier to get SSN.

**Grocery Runs:** Formal, regularly scheduled grocery runs are not provided. The participant's lodging is conveniently located near the free GMT Mountain Road Shuttle route, which can be used to access local grocery stores and markets.

**Other Needs:** Employer staff will offer guidance and local orientation during the first week to assist the participant in learning the local transit routes and shopping options. Other Needs (e.g., Bank, Medical, etc.): The participant is expected to utilize the local GMT services. In case of a medical emergency, the employer will assist in coordinating transportation.

**Suggested Arrival Airport:**

*Burlington International Airport, BTV, Less than 50 miles*

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

**If arriving after regular hours:****Suggested After-Hours Accommodation:**

*Sun & Ski Inn and Suites  
1613 Mountain Rd, Stowe, VT  
Stowe, Vermont 05672  
[https://www.sunandskiinn.com/?utm\\_source=gmblisting&utm\\_medium=organic](https://www.sunandskiinn.com/?utm_source=gmblisting&utm_medium=organic)  
8022537159  
\$150 to \$200*

*Green Mountain Inn  
18 Main St  
Stowe, Vermont 05672  
\$100 to \$150*

# TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

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

Details about how to apply for Social Security Number:

The J-1 participant must follow these steps to apply for the SSN: **Immigration Check-in:** The participant must first check in with their J-1 program sponsor (CIEE) to validate their J-1 status in the SEVIS system. Wait at least 48 hours after this check-in to allow the federal immigration database (DHS) to update their records. **Gather Required Documents:** 1. Unexpired Foreign Passport 2. J-1 Visa 3. Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) 4. Printed I-94 Arrival/Departure Record 5. Proof of Employment (Letter from Employer/Sponsor): The participant must present the job offer letter from Matterhorn Restaurant and the work authorization letter provided by their J-1 sponsor (CIEE). **Visit the SSA Office:** The participant must schedule and attend an in-person appointment at the nearest Social Security Administration office.

Nearest SSA Office: Montpelier , Vermont , Less than 25 miles

**Other:**

Wage Payment Schedule:

Payment Method: Paycheck Frequency: Weekly

Meal Plan: Mandatory

Estimated Cost Per Day: \$0

Meal Plan Description:

Provided staff meal when on job.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No

Second Job Availability: No, unlikely

Applicable Company Policies:

**General Job Conditions and Policies**

**Scheduling Policies****Work Hours:** J-1 participants are employed for the duration authorized on their DS-2019 form (May 25 to Sept 24). Your required hours will adhere to U.S. labor laws and the terms of your J-1 program.

**Shifts:** As a restaurant employee, you will work a varied schedule, which may include mornings, afternoons, evenings, weekends, and holidays.

**Minimum/Maximum Hours:** The schedule will be set by management and communicated weekly. You are required to work the hours scheduled to meet the needs of the business. You must adhere to the hours specified in your J-1 job offer to maintain your visa compliance.

**Requesting Time Off:** All requests for changes to the schedule or time off must be submitted to your direct manager with as much advance notice as possible (minimum of two weeks). Management approval is required for all time off.

**Cell Phone and Personal Electronic Device Policy (Worksite):** The primary goal is to ensure excellent customer service and safety.

**During Service Hours:** The use of personal cell phones or other electronic devices (smart watches, headphones, etc.) is generally prohibited while on the clock and actively serving guests or preparing food.

**Designated Areas:** Devices should be stored in a locker or designated area during shifts. You may use your device during scheduled breaks or meal times, provided it is done away from guest areas.

**Emergencies:** In the event of an emergency, employees must notify a manager immediately to address the situation.

**Smoking and Vaping Policies (Worksite & Housing):** The Matterhorn Restaurant adheres strictly to Vermont's Smoke-Free Workplace Laws.

Smoking, vaping, and the use of tobacco products or substitutes (e.g., e-cigarettes) **are banned in all enclosed structures of the workplace**, including the kitchen, dining areas, storage areas, and restrooms.

**Outdoor Worksite:** If smoking is permitted outdoors, it must occur a minimum distance (often 25 feet) away from all entrances, exits, and air intakes to prevent smoke from entering the building.

Employees must dispose of all smoking materials properly.

Employee Housing (Matterhorn Lodge)

Participants should assume smoking/vaping is prohibited indoors at the housing and adhere to any posted rules regarding outdoor smoking areas.

**Dress Code/Appearance:** You will be required to wear a uniform or specific clothing as defined by the restaurant management (e.g., non-slip shoes, black pants, Matterhorn shirt/apron). Personal hygiene and a neat appearance are mandatory for all service staff.

**Professional Conduct:** Mutual respect among colleagues and between staff and management is expected at all times. Harassment, discrimination, or abusive behavior will not be tolerated.

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

Food Market, Restaurants, Internet Cafe

**Walking Distance from Housing:**

Food Market, Shopping Mall, Restaurants, Internet Cafe

**In Town, Requires Transportation:**

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