

# Florida Job Order Print Document

Job Order: **11971124**

Print Date: **7/15/2022 11:36:16 AM**

Office: **CareerSource Southwest Florida - 4730 - CollierNa**      LWDB: **CareerSource Southwest Florida**

## Employer Information:

Employer Name: **Pelican Bay Foundation, Inc.**

How to Apply: **Via Email, At the Nearest One-Stop**

Company Website: **NA**

Application Comments:

**Send Resumes To:**

**CareerSource Southwest FL,  
3050 Horseshoe Drive North, Building A, Suite 110  
Naples, FL 34104**

**Phone 239-436-4301**

**Reference Job Order Number When applying with CareerSource Palm Beach County**

## Location:

Main Address:

**Pelican Bay Foundation, Inc.  
6251 Pelican Bay Boulevard  
Naples, FL 34108**

Mailing Address:

**6251 PELICAN BAY BLVD  
NAPLES, FL 34108-8126**

## Contact:

Contact: **Stacy Burgan**

Title: **Director of People and Culture**

Phone: **(239) 799-6280 x**

Email: **sburgan@pelicanbay.org**

Fax:

Application Comments:

**Send Resumes To:**

**CareerSource Southwest FL,  
3050 Horseshoe Drive North, Building A, Suite 110  
Naples, FL 34104**

**Phone 239-436-4301**

**Reference Job Order Number When applying with CareerSource Palm Beach County**

## Job Details:

Occupational Code: **35903100 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop**

Job Title: **Hosts and Hostesses**

Industry Code: **813410 - Civic and Social Organizations**

Number of Positions: **11**

Referrals: **100**

Earliest Date to Display:

Last Date Job Order Will Display: **09/24/2022**

**07/17/2022**

Job Order Followup: **08/16/2022**

Job Type: **Temporary**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category: **Foreign Labor  
Certification**

**Job Duties and Skills:**

Description:

**Send Resumes To:**

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Naples, FL 34104**

**Phone 239-436-4301**

**Reference Job Order Number When applying with CareerSource Palm Beach  
County**

**Employer Name and**

**Contact Information:**

**Pelican Bay Foundation, Inc.**

**6251 Pelican Bay Blvd., Naples, FL 34108**

**Contact: Stacy M. Burgan, PHR, SHRM-CP**

**Director of People and Culture**

**Phone: (239) 799-6280**

**E-Mail: sburgan@pelicanbay.org**

**Job Location:**

**6251 Pelican Bay Blvd., Naples FL, 34108**

**Disclosure of**

**Job Opportunity:**

**11 Temporary full-time Seasonal Host and Hostesses positions available (Dates  
of Need: 10/15/2022 through 05/15/2023)**

**Duties:**

**Welcome guests, seats them at tables and ensures quality service. Provide guests with menus. Assign guests to tables suitable for their needs and according to rotation so servers receive an appropriate number of guests. Speaks with guests to ensure satisfaction with food and service and respond to complaints. Operates cash register and accept payments. Answer telephone calls and respond to inquiries. Receives and records patrons' dining reservations. Inspect dining and serving areas to ensure cleanliness and proper setup. Inform guests of establishment specialties and features. Maintains contact with kitchen staff, management, serving staff, and guests to ensure dining details are handled properly and customers concerns are addressed. Assist other restaurant staff by preparing hot, cold, alcohol mixed drinks, and beer for patrons, and chill bottles of wine, and serving food and beverages.**

**Requirements:**

No experience required. Must be available to work all shifts, including weekends, evenings, and holidays. Must present a professional demeanor and appearance and be able to communicate effectively.

**Work Hours:**

Minimum of 35 hours per week (meaning no less than). Open seven days. Hours of operation are 10am to 10pm (Weekdays) and 10am to 10pm (Weekends). Shift days and work hours vary. Shift hours: 9am to 5pm; 10am to 7pm; 11am to 8pm; 12pm to 9pm; 2pm to 9pm; and 4pm to 9pm. Different shifts not listed may be needed based on events.

**Overtime:**

As Needed Only. Time and one-half compensation for each hour worked over forty (40) within each work week.

**On the Job Training:  
Provided****Wage Offer:**

Workers will be paid no less than \$17 per hour; OT wage rate is \$25.50 per hour (Wages Paid bi-weekly). Will use single workweek as standard for computing wages due.

**Housing:**

Optional employee housing may be available. Better Homes & Gardens RE Pristine (Property Manager/Property Management company) manages voluntary housing for our staff and you will work directly with them to coordinate and manage any housing needs. Housing typically includes all necessary furniture and furnishings, kitchen and cooking utensils, utilities, linens and transportation to and from work. Housing generally has cable and internet service. The housing cost per employee for 2022/2023 will be \$625.00 per month (or prorated for partial months). In addition, a security deposit of \$200.00 per season is required along with a \$50 non-refundable cleaning fee. Required documents and housing rules associated with housing are included with this offer letter. All housing fees are paid directly to the property management company.

**Deductions:**

The employer will make all deductions from the workers paycheck required by law.

**Benefits:**

You will be eligible for to participate in 401(k) Retirement Plan, subject to the terms and conditions of the Plan. Eligibility is currently the beginning on the 1st of the quarter following 9 months of employment and is subject to change. You will receive enrollment materials from Fidelity via e-mail to your personal e-mail account should you become eligible. Free meals during shifts.

**Transportation and  
subsistence to the place  
of employment:**

If the worker completes 50% of the work contract period, the employer will arrange and pay directly for the reasonable cost of transportation and subsistence using the most economical and reasonable common carrier for the distances involved from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for workers reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a workers voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily meals will be provided at a rate of \$14 per day during travel to a maximum of \$59 per day with receipts. Our recruiting partner, Adnil Services, will assist in coordinating your documents and if you are in country with your travel. You will be notified of your arrival date (on or before October 1, 2022), and the specific airline schedule, if applicable. Upon arrival to Naples, FL, you will be notified when to report to the Foundation to complete any remaining onboarding documents and determine your start date based on your required pre-screenings. Your last day of work will be determined by the Foundations season-end events and at the Foundations discretion. We will arrange for your air transportation to the Foundation and to your home country in the event you return after the completed contract dates. Should you leave your assignment before the completion of this contract, you will be responsible for the airline ticketing fee.

**Visa and  
visa-related expenses:**

Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees).

**Tools:**

Will provide workers at no charge all tools, supplies, and equipment required to perform the job.

**Daily Transportation:**

Daily transportation to and from the worksite is provided at no charge to workers who elect to stay housing. All other employees are responsible for their own transportation to and from the worksite.

Special Software/Hardware Skills Needed: **No**

Special Skills:

**Job Requirements:**

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements: **Other(specify)**

Hiring Requirements Other: **No experience required. Must be available to work all shifts, including weekends, evenings, and holidays. Must present a professional demeanor and appearance and be able to communicate effectively.**

Education Level: **No Minimum Education Requirement**

Months of Experience: **0**

Requires a Drivers License: **No** Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

#### **Compensation and Hours:**

Minimum Salary: **17.00 Hour**

Maximum Salary: **17.00 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **35**

Shift: **Other, see job description**

Benefits:

Other Benefits: **You will be eligible for to participate in 401(k) Retirement Plan, subject to the terms and conditions of the Plan. Eligibility is currently the beginning on the 1st of the quarter following 9 months of employment and is subject to change. You will receive enrollment materials from Fidelity via e-mail to your personal e-mail account should you become eligible. Free meals during shifts.**

#### **Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

#### **Job Application Information Needed:**

##### **Req Section**

- ☒ Contact Information
- ☒ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
- ☒ Education History
- ☐ Certifications
- ☐ Desired Job Type

#### **Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

**Staff Information:**

Category: **Regular (Non Domestic)**

Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Developer Mandatory Listing: **None of the items listed**

Employer Status: **Open and available**