Florida Job Order Print Document

Job Order: **11971207**
Print Date: **7/15/2022 12:10:25 PM**
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: **35303100 Waiters and Waitresses**
Job Title: **Dining Room Attendant**
Industry Code: **813410 - Civic and Social Organizations**
Number of Positions: **27**
Referrals: **150**
Earliest Date to Display: **07/17/2022**
Last Date Job Order Will Display: **09/24/2022**

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:
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

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:
27 Temporary full-time Seasonal Dining Room Attendant positions available (Dates of Need: 10/15/2022 THROUGH 05/15/2023)

Duties:
Facilitate food service. Take orders and serve food and beverages to guests at tables in dining establishment. Clean tables, remove dirty dishes, replace soiled table linens, and set tables. Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays. Serve ice water, coffee, rolls, or butter to guests. Assist preparing hot, cold, alcohol mixed drinks, and beer for patrons, and chill bottles of wine. Check with guest to ensure they are enjoying their meals and take action to correct any problems. Collect payments from guest.

Requirements:
Three month of experience as a server or dining room attendant 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 11am to 10pm (Weekdays) and 11am to 10pm (Weekends). Shift days and work hours vary. Shift hours: 11am TO 3pm; 4pm TO 10pm; 11am TO 9pm; and 12pm TO 10pm. 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:
Offered wage is no less than $16.84 per hour and OT at $25.26 per hour. This is a tipped position and therefore workers will receive a base wage of 11.75 per hour plus tips. Hourly salary for the position will be no less than $16.84 per hour (combined cash wage and tips). No employees will make less than the Offered Wage. Any shortfall in the hourly salary will be covered by the employer. Employees will keep all tips except for contribution to a tip-pool for other qualifying tipped employees. 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: **Three month of experience as a server or dining room attendant 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: **3**

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

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **16.84 Hour** Maximum Salary: **16.84 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific** Actual Hours: **35**

Shift: **Other, see job description**

Benefits: **Other**

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

- [x] Contact Information
- [x] Employment History
- [ ] Allow individuals that have never had a job to apply (eg. College graduates)
- [x] 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**