Florida Job Order Print Document

Job Order: **11966754**

Print Date: **7/13/2022 11:51:58 AM**

Office: **CareerSource Southwest Florida - 4755 - LeeFM**

LWDB: **CareerSource Southwest Florida**

Employer Information:

Employer Name: **Gulf Harbour Golf & Country Club, Inc.**

How to Apply: **By Mail**

Company Website: **NA**

Application Comments: **Inquire or send applications, indications of availability, and/or resumes to Florida State Workforce Agency, 6800 Shoppes at Plantation Suite 170, Fort Myers, FL 33916, (239) 931-8200. Job Order 11966754.**
Mail resume to Melanie Lewis, Gulf Harbour Yacht & Country Club, 14500 Vista River Drive, Fort Myers, FL 33908, (239) 444-3658.

Location:

Main Address:

Gulf Harbour Golf & Country Club, Inc.
14500 Vista River Drive
Fort Myers, FL 33908

Mailing Address:

14500 VISTA RIVER DR
FORT MYERS, FL 33908-7911

Contact:

Contact: **Melanie Lewis**

Title: **Human Resources Dirctor**

Phone: **(239) 444-3658 x**

Email: **mlewis@gulfharbour.com**

Fax:

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Job Details:

Occupational Code: **43408100 Hotel, Motel, and Resort Desk Clerks**

Job Title: **Floating Administrator**

Industry Code: **713910 - Golf Courses and Country Clubs**

Number of Positions: **1**

Referrals: **9999**

Earliest Date to Display: **07/18/2022**

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

Job Order Followup: **08/17/2022**

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: **Floating Administrator at Gulf Harbour Yacht & Country Club**

Start Date: October 15, 2022
End Date: May 15, 2023

Gulf Harbour Golf & Country Club, Inc. d/b/a Gulf Harbour Yacht & Country Club, located in Fort Myers,

Florida, seeks one (1) full-time, temporary Floating Administrators who will be responsible for operating telephones in a polite and friendly manner following proper telephone etiquette, greeting members and guests, making reservations for patrons, such as for dinner, spa treatments, fitness training/classes, and special events, distributing club information and schedules, and facilitating POS transactions.

Will report directly to the Human Resources Director at Gulf Harbour Golf & Country Club, Inc.

Three (3) months of guest service experience at a high-end hotel, resort, or private club required.

Travel is not required.

Daily transportation to and from worksite is not provided, but workers are provided bicycles.

O n-the-job training is provided.

Wage: $14.28-$15.00 per hour, paid bi-weekly. Overtime is available at $21.42-$22.50 per hour. Employee may be eligible for additional compensation in the form of a discretionary holiday bonus of up to $50.00.

Schedule: 35 hours per week. Work schedule can vary and can include evening, weekend and holiday hours. Work may be performed on any day of the week from Monday through Sunday. Example shifts: 9:00am to 4:00pm or 1:00pm to 8:00pm. Shift hours may vary.

A single workweek will be used to compute wages due.

Optional housing is offered on a first-come, first-serve basis for workers who are relocating to begin employment. Cost of housing, including utilities and shift meals, is up to $300.00 per bi-weekly pay period, if accepted. If used, total cost of housing will be deducted from paycheck. A $150.00 refundable security deposit is required, to be paid directly to employer upon acceptance of housing.

All deductions from paycheck required by law will be made.

If the worker completes 50% of the work contract period, employer will pay directly for and/or reimburse workers for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, 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. The employer will pay directly for and/or reimburse workers for all reasonable inbound transportation and subsistence costs within the first workweek. The employer will pay directly for and/or reimburse workers for all reasonable outbound transportation and subsistence costs during the last workweek. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of $14.00 per day during travel to a maximum of $59.00 per day with receipts.

The employer guarantees to offer work for hours equal to at least three fourths of the workdays in each 12-week period of the total employment period.

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

H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by government (excluding passport fees).

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

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

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: **14.28 Hour**

Maximum Salary: **15.00 Hour**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **Yes**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Other, see job description**

Benefits: **Other**

Other Benefits: **Optional housing is offered on a first-come, first-serve basis for workers who are relocating to begin employment. Cost of housing, including utilities and shift meals, is up to $300.00 per bi-weekly pay period, if accepted. If used, total cost of housing will be deducted from paycheck. A $150.00 refundable security deposit is required, to be paid directly to employer upon acceptance of housing.**

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)
- [ ] 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)**

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

Status: **On Hold**

Employer Status:

Reason: **Other**

Future Release From Hold: **8/13/2022 12:00:00 AM**