



WORK & TRAVEL USA

Smugglers Cove Inn - Breakfast Attendant / Dining Room Server

HOST INFORMATION

Company Description:

Smuggler's Cove Inn is a classic seasonal waterfront retreat, located in East Boothbay, Maine. The property has 54 refurbished rooms. Guests experience stunning sunsets and views of Linekin Bay from their private decks and from the newly refurbished restaurant and bar. A daily buffet breakfast is provided to all guests. The restaurant is also open for dinner for most of the season.

Located in Maine's unspoiled Boothbay Harbor region, Ocean Point is a picture-perfect peninsula with a rugged coastline. This unique property also offers a stretch of soft golden sand and a pier. Open from May until October, this vacation spot hosts couples, families and groups for a unique seaside experience that includes waterfront activities such as kayaking, row boats and swimming in the bay or in our heated saltwater pool. With nearby nature trails and Boothbay Harbor only a 15-minute drive away, the location is a peaceful retreat for guests and a great place to explore local attractions.

We offer staff onsite shared accommodation, with kitchen facilities and breakfast for a weekly fee of \$75. Discounted staff meals are available.

Host Website: <https://www.smugglerscoveinn.com/>

Site of Activity: Smugglers Cove Inn

Parent Account Name: Smugglers Cove Inn

Host Address: 727 Ocean Point Road East Boothbay, Maine, 04544

Nearest Major City: Boothbay Harbor, Maine, Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

The server and breakfast attendant is a front-of-house staff member who is the primary point of contact between a restaurant and its guests.

The primary responsibilities of a server:

Greeting customers: Welcoming guests as they are seated and ensuring their table is clean and set

Taking orders: Writing down orders and relaying them clearly to the kitchen

Prep: pouring drinks, prepping desserts when needed

Serving food and drinks: Delivering food, drinks, and condiments to customers

Providing customer service: Answering questions about the menu, offering suggestions, and ensuring customers have a pleasant dining experience

Clearing tables: Collecting plates and clearing tables when customers are done eating

Preparing checks: Preparing customers' checks on the Point of Sale system and collecting payment

Compliance: ensure compliance with health and safety requirements and liquor licensing rules and restaurant/staff policies
Cashing out: ensure that timecards, cashing out at the end of each shift are accurate and in accordance with agreed policies
Helping with other tasks: Cleaning the dining area, restocking stations, and performing other related duties

The primary responsibilities of a breakfast attendant:

Greeting customers: Welcoming guests as they come in, explain how the buffet works and ensure they have clean tables to sit at.

Set up buffet: ensure buffet is set up every morning with food, coffee, beverages, condiments and dishes

Re-stock buffet: check food in the buffet and communicate with the breakfast chef what is needed in a timely manner; re-stock cold items, coffee and drinks as needed

Re-stock dishes: Ensure that clean/dry cutlery, glasses and plates are available at all times

Clean tables: clear tables and chairs as guests leave, ready for the next guests

Manage extra charges: ensure that non-hotel guests pay buffet charges and any alcoholic beverages are paid through the point of sale system.

Helping with other tasks: Cleaning the dining area, restocking stations, and performing other related duties. Ensure morning playlists provide ambient music.

Typical Schedule:

The role is split into two shifts: Breakfast attendant shift: 7am-10.30am Dinner server: from 5pm to 9.30pm (approximate times)

Seasonal changes to job duties or available hours: Yes

Duties and schedules may vary for group functions and events. Weekly hours may vary depending on guest numbers and changes to the operating season.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15.5

Eligible for Tips: Yes

Tips must be distributed in accordance with tipping policy. Breakfast Attendant rate is \$15.50 per hour plus shared tips. Dining room server rate is \$8 per hour plus tips.

Estimated weekly wages including tips: \$600

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 28

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Changes to hours may depend on the number of guests on property and events.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Free breakfast. Discounted staff meals.

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: Yes

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift

Job Training required: Yes

Length of job training:

one to two shifts

Hours per week during training period: 10

Different wage during training period: Yes

Training wage description:

Server training will be at breakfast shift rates without tips (trainer will receive tips). Breakfast shift training will be on the job.

Start on specific day of the week: No

Training requirements:

Liquor license training will be on the job.

Need to wear uniform: Yes

Uniform Policy:

Uniform shirts will be provided. Closed, non-slip shoes are required. Servers may wear black pants, shirts or skirts (no shorter than knee length).

Cost of uniform: \$25

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform shirts will be provided. Closed, non-slip shoes are required. Servers may wear black pants, shirts or skirts (no shorter than knee length).

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Local events that staff may participate during their free time can be found through the local chamber of commerce.

Local attractions include the Coastal Maine Botanical Gardens, bars with live music, Windjammer week, local festivals etc. Student/ staff discounts may also be available.

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:

On-site staff housing is provided. This is likely to be shared accommodation with a maximum of 6 per room. Rooms and bathrooms will be allocated according to gender (unless special requests are made for pre-existing relationships). Staff must be respectful of others living in the accommodation at all times. Staff accommodation includes a shared bathroom and a shared staff kitchen. Staff kitchens include a stove and oven, microwave, toaster and refrigerator, utensils and basic cooking equipment. Pantry items are available for use. Staff are responsible for keeping all shared spaces clean and hygienic. When off-duty, staff have access to guest amenities when not in guest use, such as the pool, kayaks, and paddleboards. Safety protocols must be followed at all times. The local YMCA also provides other recreational facilities such as a gym and basketball court. Local walking trails are also available.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Free Wifi access is available to all staff and guests.

Phone Service: Yes

Description:

A landline is available in the office.

Kitchen facilities: Yes

Description:

Shared kitchen facilities are available which include a stovetop and oven, microwave, fridge, toaster and cooking utensils and some basic pantry items.

Laundry facilities: Yes

Description:

A laundry facility is available before 9am or after 5pm on permitted days for staff use. Staff are responsible for washing their own linen. Laundry policies must be followed.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 2 - 6

Rooming Arrangement Description:

Rooms and bathrooms will be allocated according to gender (unless special requests are made for pre-existing relationships). We will consider requests for living arrangements with friends and partners, subject to availability.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Participants must sign a lease agreement and pay a security deposit of \$150 as security for the performance of the terms of the Lease and for any damages caused by the participant and their visitors.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The deposit is refundable, less any deductions at the end of the lease and after satisfactory room inspections are completed and keys returned. Deductions for damages and cleaning fees may be taken from the deposit.

Details About Deposit Refund:

Refunds of security deposit balances will be made in the final pay period.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Staff housing is on site.

ARRIVAL INFORMATION

Arrival Instructions:

The recommended airports for arrival are either Boston Logan International or Portland Jetport. We have also had participants arriving in New York with a connecting flight to Portland Jetport.

A bus coach service is available from Logan International Airport to Portland.

We can provide pick-up from Portland to Smuggler's Cove Inn for a fee of around \$50 per person. Portland is about one hour's drive from Smuggler's Cove Inn.

Participants must email manager@smugglerscoveinn.com as soon as your flight details are finalized and arrange for pick up. Email, phone number and contact name, arrival location, dates and times are required.

Transport to the local Boothbay Harbor township can be provided to participants (no more than once a week) to pick up groceries, banking and other local amenities. Competitive rates for local ubers and taxis may also be available for Smuggler's Cove Inn staff.

We will also provide transport to the nearest Social Security office in Augusta, Maine if needed within two weeks of arrival.

Suggested Arrival Airport:

Portland Jetport, PWM, Over 50 miles

Boston Logan International, BOS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$75 to \$100

If arriving after regular hours:

Suggested After-Hours Accommodation:

*Inn at St John
939 Congress St
Portland , Maine 04102
<https://www.innatstjohn.com/>
(207) 773-6481
\$75 to \$100*

*Embassy Suites by Hilton Portland Maine
1050 Westbrook St
Portland , Maine 04102
<https://www.hilton.com/en/hotels/pwmapes-embassy-suites-portland-maine/>
(207) 775-2200
\$75 to \$100*

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Participants must email their housing requests, uniform size and any food intolerances, allergies or medical conditions prior to arrival. Details of next of kin contact details must also be provided in case of emergencies.

Social Security Number:

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

Details about how to apply for Social Security Number:

On arrival, we will provide information for participants to start the Social Security process. We will take participants to the local Social Security Administration office in Augusta (not sooner than 10 days after arrival), to complete the process.

Nearest SSA Office: Augusta , Maine , Over 50 miles

Other:

Wage Payment Schedule:

Participants will be paid by direct deposit (or check if bank accounts are not available) bi-weekly.

Meal Plan: Optional

Estimated Cost Per Day: \$15

Meal Plan Description:

Participants are required to pay rent of \$75 per week which includes accommodation, utilities, and breakfast. A shared staff kitchen is available. Discounted staff meals are available.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Staff must be tidy and groomed and showered before each shift. Facial hair must be shaved or trimmed. Uniform shirts will be provided. Front-of-house staff (Front Desk and Housekeeping) are required to wear khaki pants or shorts or capris (near or below knee level). Restaurant staff are to wear khaki or black pants or skirts. All staff must wear comfortable, closed walking shoes or sneakers.

Second Job Availability: Yes, likely

Applicable Company Policies:

The State of Maine has a comprehensive smoke-free law that prohibits smoking in all indoor areas of workplaces, restaurants, and bars. Smoking (including electronic devices) is permitted in designated outdoor areas only.

It is the policy of Smuggler's Cove Inn to maintain an alcohol and drug-free work environment. Staff are not permitted to work while under the influence.

For staff living on site: Staff are responsible for cleaning their own rooms, and washing their own clothes, sheets, and towels. Linen and towels for staff are provided. Note: staff are not permitted to use guest towels and linen. Staff must keep common areas such as the shared kitchen, bathrooms and staff lounge area tidy, clean, and hygienic – at all times.

Staff are permitted to use cell phones for work communication when on a shift. Staff communication is usually via WhatsApp groups. Personal use of cell phones is not permitted while staff are working on restaurant shifts.

Waste water on the property is managed with a septic tank therefore participants must be careful with water use and only use biodegradable personal hygiene and cleaning products.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Restaurants

In Town, Requires Transportation:

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

