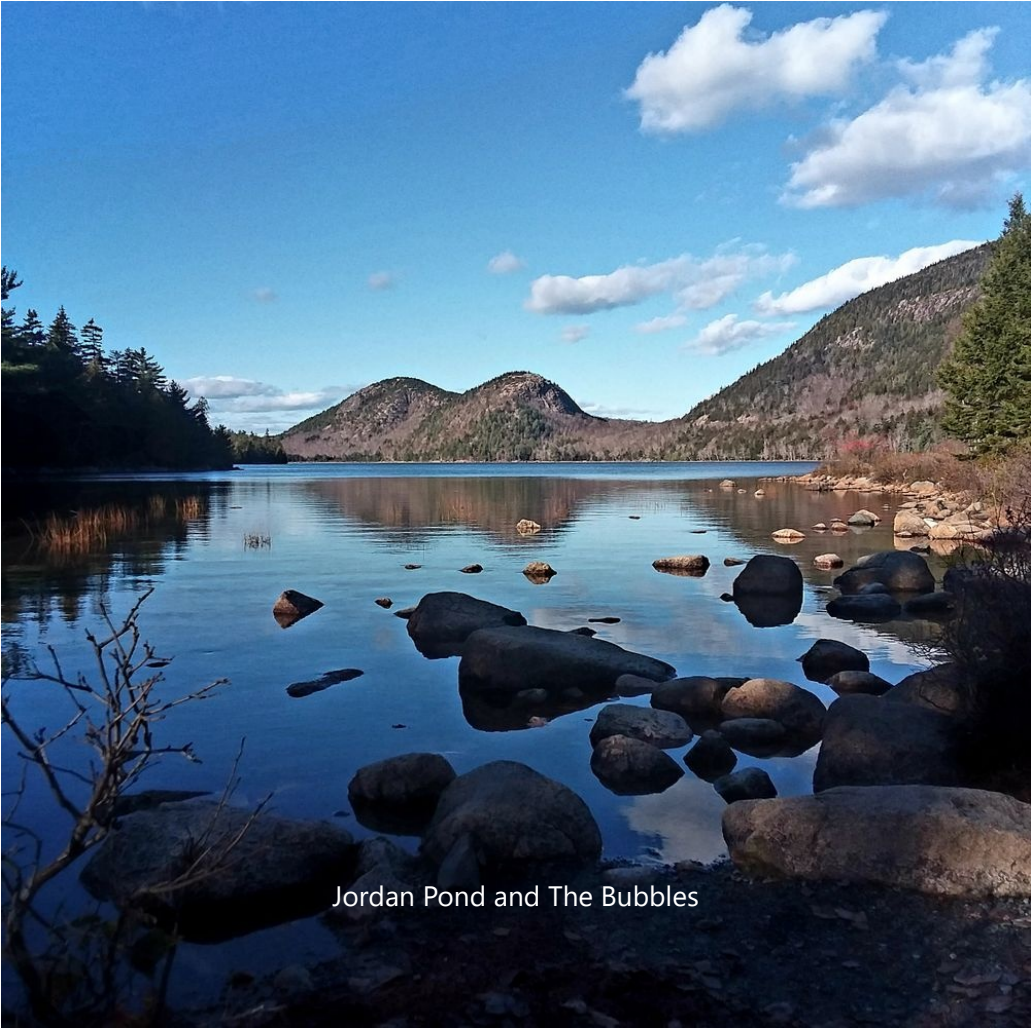


Host Profile

Acadia Jordan Pond House - 2024 Summer



Jordan Pond and The Bubbles

We operate a restaurant and three retail shops in Acadia National Park.

Preferred Dates

Start
May 01 2024 - Aug 01 2024

Finish
Sep 02 2024 - Oct 29 2024

Business

Bonuses Available
You may be eligible for a bonus depending on how well you perform your duties and if you stay through your commitment. This program is not guaranteed.

Uniform or Dress Code Requirements
Please bring black pants and/or shorts and black, non slip shoes. We will provide you with two polo shirts, a fleece jacket, and a baseball cap.

Work Schedule Details
Management creates the schedule for each week. Employees are given 40 hours a week with two days off. If you wish to work more hours or take time off, please request this in advance with your manager. Hours are consistent but if we do have bad weather, we close the outside seating area of our restaurant. Typically, we do not send people home but may assign them to another section of the restaurant. The schedule is posted by the employee time clock as well as emailed out to the staff, weekly.

Meals Included
Meals are included when living at our dormitory. If you are living at an apartment or condo unit, meals are not included.

Paycheck Deductions (in addition to taxes)
Housing deposit and rent.

Drug Testing Requirements
No



Interview with Acadia Jordan Pond House

Acadia Jordan Pond House is interviewing for all positions on **Jan 25**. Sign up now to secure your spot!

Sign up now!



Acadia Jordan Pond House

Restaurant New England

Last Logged In: Dec 05 2023
[2928 Park Loop Road, Seal Harbor, ME 04675](#)

View Website

Housing

Housing Type

Provided

Description

Housing and meals are provided for approximately \$110 per week. You will be living in a dormitory within walking distance of the restaurant. You will be living in a rustic setting, 4 people per bunkroom. You will share a dorm style bathroom with all the students on your floor (same gender). You are required to keep your living space clean according to National Park standards; rooms are inspected weekly. Men and women live on separate floors. There is no "couples" housing. Meals (cooked by the dorm cook) are included. There are no cooking facilities in dorm rooms. Rent also includes free laundry and detergent, shampoo, conditioner, soap, and lotion. Linens and towels are available by request. The dorm is located in Acadia National Park, about 8 miles from the town of Bar Harbor, Maine.

Rent

\$110.00/week

Housing Deposit

\$125.00

Housing Deposit Refund

Employees will receive their housing deposit if they clean and leave their unit in satisfactory condition. The two polo shirts that are issued as apart of the uniform must be returned as well.

Rent deducted from wages

Yes

Furniture in Housing

Bed, Chairs, Couch, Dishes, Linens/Bedding, Silverware, Table, Other: Fan, heater;

Utilities included at no additional cost

Electric, Gas, Internet, Telephone, Trash, TV, Water

Utilities available for additional cost

No

Everyday goods and services near housing

Bank, Entertainment, Grocery, Laundry, Town Center

Distance from work

500 yards

Available Transportation

Walking distance and an employee shuttle service is available if needed.

Estimated Transportation Cost

\$0.00/week

Cultural Opportunities

In the area

The restaurant is located in beautiful Acadia National Park in a rustic, wooded environment. Hiking, biking, and exploring the outdoors are always available. Swimming is about 2 miles away. The main town, Bar Harbor, is about 8 miles away. You can find plenty of shopping and activities in town and on the island. Museums, art festivals, music performances, and National Park educational programs can be found. The nearest city is Bangor, 1 hour away. There are plenty of young students working and living together, you will have a great summer meeting people and enjoying the outdoors. Please email your employer upon receipt of this job offer.

Provided by Host

Local Museums, theatres, shopping and outdoor activities.

Maine has many unique cultural events from Moxie fest to classic movies down by the harbor, there is always something to do!

Job Listings

Food and Beverage Assistant

18 Positions

Tipped

Maybe Overtime

\$9.00 + tips /hour

39 hours /week

Overtime Wage ?

\$13.50 /hour

Position Description

Food and Beverage Assistants are responsible for waiting on customers, answering customer questions, setting up and clearing tables, and assisting servers. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

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Additional Description

Summary of Position:

Provides exemplary customer service to all guests by being proficient in all aspects of FOH operations. Each restaurant associate will be trained in all FOH positions and can be expected to perform distinct roles on any given day to fulfill the needs of the operation and deliver outstanding guest service.

Responsibilities:

Provide our guests with excellent customer service through a rotation of roles, including: Host, Greeter, Server Assistant, Beverage Station, Food Runner, Guest Services, Café Associate, and Server.

All **Restaurant Associates** will be fully trained in the following roles:

Host:

- Greet all guests as they enter the restaurant in a professional and timely manner
- Follow all seating and table rotation guidelines to monitor flow of each area and ensure prompt and efficient service for all guests while being sensitive to Server responsibilities
- Possess thorough knowledge of restaurant and bar menu promotions and specials
- Respond, in a timely manner, to email reservation requests
- Ensure host station (including the entrance area) is always well maintained, clean, organized, and presentable

Greeter:

- Greet guests in outdoor entrance area of restaurant and be able to direct guests to appropriate area to meet their needs
- Always respond in a professional and courteous manner to all inquiries and guest needs
- Assist host with checking guests in and monitoring flow of restaurant

Server Assistant:

- Promptly greet guests as they are seated providing required food amenities in a timely manner according to Company procedures
- Assist hosts and servers with seating guests accurately and efficiently
- Communicate in a timely and efficient manner with Servers and Hosts regarding guest needs and table availability to ensure extraordinary service
- Clear tables and make sure dining areas are always well maintained, clean, organized, and presentable
- Assist servers as needed to provide exceptional guest service
- Thoroughly and professionally complete daily and weekly cleaning tasks

Beverage Station:

- Accurately and efficiently prepare drink orders for bar and restaurant per Company procedures and recipes
- Possess thorough knowledge of food and drink menu promotions and specials
- Ensure alcoholic/non-alcoholic beverages are served in accordance with Federal, State, Local regulations and Company policy
- Provide timely, courteous and professional service to all guests
- Stock and re-stock bar items, inform Restaurant Manager when items are running low

Food Runner:

- Accurately and efficiently deliver food and drinks to guests
- Assist servers as needed to provide exceptional guest service
- Ensure server station is always well maintained, clean, organized, and presentable
- Stock and re-stock server station items including to go products and glassware, inform Restaurant Manager when items are running low
- Routinely check dining areas for cleanliness

Server:

- Accurately take orders from guests, submit to kitchen using Point-of-Sales (POS) software, deliver food and drinks, bus tables or assist busser/runner
- Assist hosts and bussers with seating guests at accurately and efficiently
- Knowledge of restaurant and bar menu promotions and specials
- In an honest and timely manner, prepare checks, process credit cards, accept and make accurate change for cash payments
- Ensure alcoholic/non-alcoholic beverages are served in accordance with Federal, State, Local regulations and Company procedures
- Provide timely, courteous service to all guests throughout the meal service
- Set tables, polish glasses, prepare workstations and other side work as assigned
- Accurately prepare sales and tip reports at shift’s end, deposit cash and credit card receipts

Guest Services:

As a first point of contact for guests, always respond in a professional and courteous manner to all inquiries and guest needs;

- Ensure all phone calls are answered in a prompt manner and callers are treated with kindness and courtesy;
- Respond, in a timely manner, to email reservation requests;
- Be a knowledgeable information resource regarding area amenities and activities
- If called upon in an emergency, follow company processes for notifying management and dispatch services;
- Track and report data as requested by management;
- Assist in parking lot management and be available to work in the outdoors directing traffic, if necessary;

Café Associate:

- Accurately take orders from guests, submit using Point-of-Sales (POS) software, deliver food and drinks in an efficient manner
- Assist the Café Lead in ensuring that Food and Beverage items are prepared and served according to recipes and Company standards.
- Stock and re-stock food and beverage items, inform Café Lead when items are running low
- Complete all required food and safety logs in a timely and efficient manner.
- Accurately prepare sales and tip reports at shift’s end, deposit cash and credit card receipts

Position Requirements:

- Excellent customer service and people skills
- Be a team player!
- Strong communication and interpersonal skills with ability to interact with many personality types
- Must be able to work a variety of day, night, weekend, holiday shifts
- Majority of shift will be spent on feet in a fast-paced environment, in close proximity to other people, this is physically demanding role

Bus Person

8 Positions

- Tipped
- Maybe Overtime

\$10.50 + tips /hour

40 hours /week

Overtime Wage ?

\$15.75 /hour

Position Description

Bus Persons are responsible for assisting the wait staff, bringing water to the tables, clearing tables, taking out the garbage, helping to set the tables in the dining area, bringing dishes back and forth from the kitchen and generally keeping the dining room clean. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Additional Description

Responsible for cleaning areas in the restaurant / bar and workstations and delivering food in a timely, friendly and efficient manner in the Company’s continuing effort to deliver outstanding guest service. This position is physically demanding and requires moving of tables, chairs, and benches, weekly for cleaning and maintenance.

Responsibilities: • Promptly greet guests as they are seated providing required food amenities in a timely manner according to Company procedures • Communicate in a timely and efficient manner with Servers and Hosts regarding guest needs and table availability to ensure extraordinary service • Ensure alcoholic/non-alcoholic beverages are served in accordance with Federal, State, Local regulations and Company procedures • Assist servers as needed to provide exceptional guest service • Thoroughly and professionally complete daily and weekly cleaning tasks

Cook

3 Positions

- Maybe Overtime

\$20.00 /hour

40 hours /week

Overtime Wage ?

\$30.00 /hour



Position Description

Cooks are responsible for preparing and cooking food orders per recipe guidelines. Cooks prepare batters, meat dishes and vegetables. Cooks provide back up to the line during busy hours, including restocking and maintaining workstations to assure plenty of product is always available. Cooks clean all workstations at the end of the day, sweeping and mopping of floors. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

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Additional Description

Responsible for preparing food items in accordance with corporate recipes and established standards in the Company’s efforts to deliver extraordinary hospitality. Must have 1–2-year of cooking experience in a kitchen.

Responsibilities: ● Assist the Kitchen Manager and Lead Cook in ensuring that the menu, which cannot be changed without Corporate F&B approval, and guest service expectations, as set forth by the Employee Handbook are being met or exceeded. ● Become a strong member of an efficient and highly motivated culinary team focused on surpassing expectations by presenting a positive, can-do attitude very day. ● Adhere to defined Company recipes and Safe Food Handling procedures in order to deliver an exceptional guest experience. ● Complete all required food and safety logs in a timely and efficient manner per Company procedures and Federal, State, and Local regulations

Guest Services

4 Positions

Maybe Overtime

\$16.00 /hour
38 hours /week
Overtime Wage ⓘ
\$24.00 /hour

Position Description

Guests Services are responsible for assisting with guest inquiries, providing help and information as needed. This position can be at a stationary booth or within a hotel, resort or park where you will be expected to accommodate guest requests as needed. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Additional Description

Guests Services are responsible for assisting with guest inquiries, providing help and information as needed. This position can be at a stationary booth or within a hotel, resort or park where you will be expected to accommodate guest requests as needed. Parking duties will also be required from time to time to assist guest with parking information. Keeping all areas guest ready and looking our best. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Host/Hostess

5 Positions

Tipped Maybe Overtime

\$11.00 + tips /hour
40 hours /week
Overtime Wage ⓘ
\$16.50 /hour

Position Description

Hosts/hostesses are responsible for helping customers, seating them, taking their orders, using a cash register, and keeping the host station clean. You should also be prepared to help out where needed and in general help keep the restaurant clean and running smoothly. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.



Additional Description

Responsible for greeting and seating guests and processing payments in a timely, friendly and efficient manner in the Company’s continuing effort to deliver outstanding guest service.

Responsibilities: • Greet all guests as they enter the restaurant in a professional and timely manner • Follow all seating and table rotation guidelines to monitor flow of each area and ensure prompt and efficient service for all guests while being sensitive to Server responsibilities • Possess thorough knowledge of restaurant and bar menu promotions and specials • Proficiency with cash handling and credit card transactions • Promote teamwork by assisting Servers in dining area when needed • Ensure host station (including the entrance area) is always well maintained, clean, organized, and presentable and guest ready.

Public Area Attendant

4 Positions

Maybe Overtime

\$15.00 /hour
40 hours /week
Overtime Wage ⓘ
\$22.50 /hour

Position Description

Public Area Attendants are responsible for general maintenance, garbage removal, sweeping and cleaning of public areas, such as parks, public restrooms, and recreational facilities. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Additional Description

Responsible for performing a variety of maintenance tasks involved in the upkeep of buildings and grounds, including the lodging, retail stores, restaurants and employee housing. This will include landscaping maintenance, handling of recyclables, ensuring cleanliness and appropriate stocking of supplies for all restrooms.

Responsibilities: • Assist with organizing and prioritizing service requests and general maintenance tasks • Maintain customer service standards responding to all requests/complaints to minimize/solve problems in a timely and safe manner • Regularly inspect the business grounds and buildings to identify maintenance needs • Train and promote safe work practices according to company and industry standards • Ensure that recycling efforts are consistent, on-time and handled according to the company’s environmental processes • Ensure that all public areas, specifically the restrooms, are always properly sanitized and cleaned while maintaining adequate stocking levels of required supplies • Actively participate in creating a positive work environment promoting team work and maintaining a guest ready environment.

Barista

1 Position

Tipped Maybe Overtime

\$10.50 + tips /hour
40 hours /week
Overtime Wage ⓘ
\$15.75 /hour

Position Description

Baristas will be responsible for making coffee and/or tea beverages to order. Baristas will be expected to learn to properly use and clean all related machinery (espresso machines, milk steamers, etc.), take customer orders and handle cash sales at a register in a fast-paced environment. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.



Additional Description

Responsible for preparing and serving restaurant beverages, both alcoholic and non-alcoholic, in a timely and efficient manner and in compliance with all laws and regulations as well as per Company guidelines.

Responsibilities: • Accurately and efficiently prepare drink orders for bar and restaurant per Company procedures • Possess thorough knowledge of food and drink menu promotions and specials • Ability to accurately and honestly handle cash and credit card transactions, tips and sales reports • Ensure alcoholic/non-alcoholic beverages are served in accordance with Federal, State, Local regulations and Company policy • Provide timely, courteous and professional service to all guests • Stock and re-stock bar items, inform Restaurant Manager when items are running low

Cashier

2 Positions

Maybe Overtime

\$16.00 /hour
40 hours /week
Overtime Wage ⓘ
\$24.00 /hour

Position Description

Cashiers are responsible for displaying a professional, pleasant attitude to all customers. Cashiers scan customers selected items for purchase, provide purchase transactions, and ensure proper handling of American currency, debit and credit card purchases. This position requires excellent skills in English. This position will provide the opportunity to work directly with the public and gain skills in American customer service. Students may be expected to work in other areas of the store as directed by management. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Food Prep/Prep Cook

7 Positions

Maybe Overtime

\$19.00 /hour
40 hours /week
Overtime Wage ⓘ
\$28.50 /hour

Position Description

Prep Cooks are responsible for preparing and cooking orders per recipe guidelines, preparing batters, slicing meats and vegetables. You will be in charge of restocking and maintaining workstations to assure plenty of product is always available, and for cleaning of all workstations at the end of the day, including sweeping and mopping of floors. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

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Additional Description

Prep Cooks are responsible for preparing and cooking orders per recipe guidelines, preparing batters, slicing meats and vegetables. You will be in charge of restocking and maintaining workstations to assure plenty of product is always available, and for cleaning of all workstations at the end of the day, including sweeping and mopping of floors. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Dishwasher

8 Positions

Maybe Overtime

\$16.50 /hour
40 hours /week
Overtime Wage ⓘ
\$24.75 /hour

Position Description

Dishwasher are responsible for cleaning and putting away dishes, pots and glassware that are used in the dining room, sweeping and mopping floors, emptying garbage and keeping the kitchen clean. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

Additional Description

Provide a clean and safe kitchen area, according to Company procedures, keeping the dish-room and equipment clean and organized at all times.

Responsibilities: ● Adhere to the Company’s dishwashing procedures to ensure that all expectations regarding the cleaning, sanitizing and storing of dishware and utensils are met ● Work closely as a team with back of house kitchen staff to ensure that all kitchenware is cleaned in a timely, safe and efficient manner ● Organize items as they are cleaned, restock areas where items are stored ● Maintain cleanliness of work station, kitchen and food storage areas ● Complete daily and weekly cleaning assignments with a variety of guest questions and requests ● Follow all procedures outlined in department and health and safety manuals in accordance with company policies and follow proper use and storage of chemicals used to clean kitchen items ● Work as a busser, assuming all duties of that position, when not otherwise scheduled in the kitchen ● Other duties per Duties Checklist and as requested. Motivated individuals will be cross trained to learn cooking skills as well, in down time.

Deli Worker

6 Positions

\$16.00 /hour
34 hours /week

Maybe Overtime

Position Description

Deli Workers are responsible for preparing hot and cold food and beverages, such as sandwiches, salads, grilled items, coffee, tea, etc. Deli workers will also be expected to assist with setup and cleanup at the beginning and/or end of the day, which includes cleaning and proper storage of food items. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

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