

Host Profile

Chatham Bars Inn - 2025 Summer



Hotel and spa

Preferred Dates

Start
May 13 2025 - Jun 03 2025

Finish
Sep 07 2025 - Sep 30 2025

Business

Bonuses Available
N/A

Uniform or Dress Code Requirements
Uniforms are provided by host company except for shoes

Work Schedule Details
Schedule will vary based on position.

Meals Included
Employee cafeteria on property is complimentary to all staff

Paycheck Deductions (in addition to taxes)
No

Drug Testing Requirements
No

Housing

Housing Type
Assisted

Description
Will forward any leads from the community.

Available Transportation
Bike and local Bus - Cape Cod Transit
Employee shuttle is provided to and from our dormitory and motel locations.

Estimated Transportation Cost
\$20.00/week

Interview with Chatham Bars Inn

Chatham Bars Inn is interviewing for all positions on **Apr 04**. Sign up now to secure your spot!

Sign Up Now!



Chatham Bars Inn

Hotel New England

Last Logged In: Apr 02 2025
[297 SHORE RD, CHATHAM, MA 02633](#)

View Website



Cultural Opportunities

In the area

Cape Cod museums and historical site visits, visiting Boston, whale watching tours, bike tours, boating, seal cruises, local J1 mixers. Aside from events hosted by CBI and other opportunities open to the students locally, many students will live with American families in the Chatham area.

Provided by Host

Cultural mixers, July 4th events, Movie nights, day trips around Cape Cod

Job Listings

Food and Beverage Assistant

6 Positions

Tipped

Maybe Overtime

\$10.00 + tips /hour

32 hours /week

Overtime Wage ?

\$15.00 /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.

SWT Regulations prohibit employment in positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570. This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

Additional Description

Barback:

The responsibilities include but are not limited to in stocking, cleaning and delivering food to the guest. Prepare and clean designated area. Assist with the maintenance and cleaning of the restaurant area and equipment, and providing the highest levels of service and professionalism. Performing all duties and adhering to the Chatham Bars Inn standards.

Essential Job Functions

- Thorough knowledge of Food & Beverage outlet operations including foods, beverages, service techniques, and guest interaction.
 - Greets all guests with enthusiasm and friendliness and maintain positive guest relations at all times
 - Anticipate the guests needs, respond promptly and acknowledge all guests; resolve guests complaints and ensure guest satisfaction
 - Answers guest questions about food, beverages, and our facilities accurately and in a friendly manner
 - Provides the highest level of service in accordance with our standards
 - Trash pickup and disposal at bar and bar service areas
 - Responsible for completing task related to stocking, replenishing, cleaning, maintenance and preparation of beverages under the guidance of the bartender
 - Maintains and stocks adequate supplies of bar items such as glasses, cups, napkins, drink supplies, condiments, etc.
 - Wash glasses and other serving equipment at bars
 - Stock refrigerating units with wines, beer, replace beer kegs, etc.
 - Remove soiled wares from bar top and tables to dishwashing area
 - Arrange bottles and glasses to make attractive displays.
 - Order or requisition liquors and supplies.
 - Communicates with food and beverage staff to ensure guest satisfaction
 - Maintains professional relationships with all co-workers
 - Answer outlet phone using correct greeting and telephone etiquette
 - Follows checklists and standard operating procedures.
 - Prepares work area for either, opening, mid-shift, or closing in accordance with company standards.
 - Complete side work during non-busy hours
 - Maintains a professional appearance at all times
 - Maintain complete knowledge of all food & beverage menu items, including liquor brands, beers, non-alcoholic selections available
 - Maintain complete knowledge of and STRICTLY abide by state liquor regulations, particularly those prohibiting service to minors, intoxicated guests and drunk driving
 - Performs related tasks and functions as requested by manager
 - In addition to performance of the essential functions, this position may be required to perform a combination of additional supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the hotel
- General Skills / Qualifications

Pool/Beach Attendant

6 Positions

\$13.50 + tips /hour

40 hours /week

Tipped

Position Description

Pool/Beach Attendants are responsible for helping to keep the pool/beach areas safe and clean. Job duties include mopping floors, cleaning bathrooms and showers, replacing towels, and collecting towels for laundry service. You may be asked to help assist guests using the locker room. You should also be prepared to help out where needed and in general help keep the resort 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

(5 Positions) The **Waterfront Porter** is responsible for but not limited to setting up and breaking down the Beach, Pool and all other Waterfront areas on a daily basis. Shift is a “split shift” working 4 hours in the morning to set up the Waterfront and working 4 hours in the evening breaking down the Waterfront. Other responsibilities include: • Assisting guests with towels, cabanas, equipment rentals, and lounge chairs • Assisting with the overall cleanliness and orderliness of the pool and beach areas • Daily vacuuming and skimming of pools • Providing hotel guests with a quality pool and beach experience by demonstrating superior guest service

(1 position) The **Dock Attendant** is responsible for but not limited to the safe mooring of vessels and general operations of the resort’s dock. Additional responsibilities include:

- Facilitate and assist in coordinating the arrival and departure of vessels and loading of passengers
- Maintain a safe and clean environment
- Act as the initial liaison between passengers and the crews
- Assist in reservations and posting of all charges

Food and Beverage Assistant

1 Position

\$18.00 /hour
32 hours /week

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.

[SWT Regulations](#) prohibit employment In positions declared hazardous to youth by the Secretary of Labor at Subpart E of [29 CFR part 570](#). This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

Additional Description

Dining Concierge

The responsibilities include but are not limited to greeting and welcoming guests by telephone, assisting guests with their restaurant reservations; explaining dining/outlet offerings, hours of operation, and making confirmation calls for future dining reservations. Performing all duties and adhering to the Chatham Bars Inn standards.

Host/Hostess

4 Positions

\$17.26 /hour
32 hours /week
Overtime Wage ⓘ
\$24.00 /hour

Maybe Overtime

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

The responsibilities of the Host/Hostess include but are not limited to greeting the arriving guests as they enter the restaurant, welcoming them into the establishment and seating them in an efficient manner. The key responsibilities include but are not limited to:

- Greet guests and patrons personally and on the telephone offer appropriate seating arrangements
- Present menus
- Ensure that the menus are clean, orderly, and appropriate for the meal service
- Ensure the quantity of menus is sufficient to cater to the number of guests
- Assist in setting up dining rooms and make reservation arrangements as necessary
- Maintain clean and organized tables and work area
- Assist Restaurant Managers with other tasks as needed

Cleaner

3 Positions

Maybe Overtime

\$18.00 /hour

32 hours /week

Overtime Wage ⓘ

\$27.00 /hour

Position Description

Cleaners are responsible for working for a cleaning service in a highly touristy location, usually by the beach, and cleaning client rental properties and homes as needed. Job duties may include sweeping, mopping, cleaning dishes, garbage removal, laundry, etc. Students should expect to handle cleaning products on a daily basis. 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

The Food and Beverage Cleaner is responsible for but not limited to setting up, organizing, reset, and breakdown of dining outlets. The Food and Beverage Cleaner takes direction from the Restaurant Manager.

- Maintain cleanliness of all Food & Beverage outlets
- Maintain cleanliness of all Food & Beverage equipment (china, glass, silver, chaffers, etc.) while handling it with care to minimize breakage
- Will assist in cleaning silver and folding napkins
- Will perform any other duties as assigned by management

REQUIREMENTS:

- Work effectively with all departments to ensure consistent and efficient service
- Must be highly organized and detail-oriented
- Must be able to stand for long periods of time and be able to lift up to 50lbs
- Must be able to meet deadlines and follow specific instructions
- Can work well independently as well as in team settings
- Must be able to communicate well in English verbally and understand written directions

Server Assistant

20 Positions

Tipped

Maybe Overtime

\$8.75 + tips /hour

32 hours /week

Overtime Wage ⓘ

\$10.12 /hour

Position Description

Server Assistants are responsible for helping to set tables, deliver food/drink orders, and additional kitchen/busser duties 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

The responsibilities include but are not limited to assisting the servers in the dining room by setting and resetting tables, refreshing water, carrying trays of food into the dining room, clearing tables, and providing the highest levels of service and professionalism. Performing all duties and adhering to hotel standards. Qualifications: • Superior customer service and organization skills • Can work well in a team setting • Enjoys a fast-paced environment • Follows direction well • Able to meet deadlines • Able to lift up to 50 lbs.