

Host Profile

Wychmere Beach Club - 2023 Summer



Private Beach Club and Event Venue

Preferred Dates

Start

May 15 2023 - Jul 01 2023

Finish

Sep 05 2023 - Oct 01 2023

Business

Bonuses Available

N/a

Uniform or Dress Code Requirements

Uniforms are provided by company except for shoes. Dress code is professional and conservative.

Work Schedule Details

Schedules will be provided by department managers. Depending on the position, weather can affect hours. Any schedule changes will be communicated through email by dept managers.

Meals Included

Shift meals included on site

Paycheck Deductions (in addition to taxes)

Massachusetts PFML deductions

Drug Testing Requirements

No

Housing

Housing Type

Provided

Description

Motel style - double occupancy rooms with private bathroom in each room - access to a common area and kitchen.

Rent

\$105.00/week

Housing Deposit

No

Interview with Wychmere Beach Club

Wychmere Beach Club is interviewing for all positions on **Jan 24**. Sign up now to secure your spot!

[Sign up now!](#)



Wychmere Beach Club

Resort New England

Last Logged In: Nov 17 2022

[23 Snow Inn Rd, Harwich, MA 02646](#)

[View Website](#)

Furniture in Housing

Bed, Chairs, Dishes, Pots & Pans, Silverware, Table

Utilities included at no additional cost

Electric, Gas, Internet, Trash, Water

Utilities available for additional cost

No

Everyday goods and services near housing

Bank, Grocery, Laundry, Town Center

Distance from work

1 mile

Available Transportation

Walk, bike, company shuttle for early morning or late night. Local bus is also an option at \$2/per ride

Estimated Transportation Cost

\$20.00/week

Cultural Opportunities

In the area

Cape Cod National Seashore, Whale Watches, Plymouth Rock, First Encounter Beach, Cape Cod Naturalist museum, Nickerson State Park, Whydah Pirate Museum, Fourth of July Parade and festivities.

Provided by Host

Welcome mixer, Cultural event nights, end of season BBQ, sponsored trips to local historical sites/museums

Job Listings

Server

6 Positions

Tipped

Maybe Overtime

\$16.00 + tips /hour

32 hours /week

Overtime Wage ⓘ

\$24.00 /hour

Position Description

Servers are responsible for waiting on customers, answering questions, writing down lunch and dinner orders, serving food and drinks, refilling water, dealing with U.S. currency, and setting and clearing tables. 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

Beach Club Server

Job Overview:

Beach Club restaurant servers are responsible for providing members and guests with friendly and outstanding service at the beach front outlets, taking orders from and serving food. The ideal candidate will be a people-centric person with a positive, friendly attitude and possess the ability to work well under pressure with both front and back of the house staff.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- 1+ year in restaurants preferred but not required
- T.I.P.S certification preferred
- Excellent ability to communicate in English with guests, coworkers, and management.
- Excellent organizational and time management skills
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Must be able to routinely lift up to 35 lbs
- Must be able to stand and walk for long periods of time
- Ability to work in environment with temperatures exceeding 85 degrees

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Take food and drink orders, provide service and requested items both graciously and courteously to ensure that members/guests receive a high level of customer service
- Accurately write members/guests menu and drink selections and enter into the point-of-sales system.
- Attend pre-shift meetings for updates and specials for the day/evening/week
- Possess complete knowledge of restaurant menus and be able to answer any menu questions from members/guests
- Know and abide by all Club policies and applicable state and local laws when serving alcohol to members and their guests
- Review and set up sections ensuring all dishes, silverware and glasses meet standards.
- Others duties as assigned by Director of Restaurants and Restaurant Manager

Front Desk

1 Position

\$20.00 /hour

35 hours /week

Maybe Overtime

Overtime Wage ⓘ

\$30.00 /hour

Position Description

Front Desk positions are responsible for displaying a professional, pleasant attitude to all customers. Job duties include greeting guests, taking reservations, checking people in and out, helping guest with problems, answering phones, handling U.S. currency, and general office help. 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. 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

Overnight Front Desk Agent

Job Overview:

Overnight Front Desk Agents are responsible for checking guests in and out of Wychmere rooms and suites. The front desk will assist guests with inquiries, problems, and complaints, as well as receiving payments and balancing at the end of shift.

Schedule:

- 8+ Hour Days
- Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Excellent knowledge of computer software such as (ENTER FRONT DESK PROGRAM)
- Excellent ability to communicate in English with guests, management, and other coworkers.
- Excellent customer service attitude
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Ability to sit for long periods of time throughout shift

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Serve as point of contact for guests staying overnight on property, including linen requests, security concerns or general questions.
- Greeting and welcoming guests to Wychmere property. Checking guests in on arrival and out on departure
- Addressing and resolving guests' needs or issues, reporting these to Front Desk manager.
- Assist with taking reservations and properly booking rooms to guests' requests via online and phone reservations
- Coordinate with housekeeping manager and housekeeping staff to ensure all rooms are clean, tidy

and fully-furnished to accommodate guests' needs

- Light paperwork auditing, cleaning of front desk area and processing credit card payments to assist day team.
- Perform other duties as required by Inn Manager based on business demands.

Waitstaff

10 Positions

\$20.00 /hour
32 hours /week

Position Description

Waitstaff are responsible for waiting on customers, answering questions, writing down lunch and dinner orders, serving food and drinks, refilling water, dealing with U.S. currency, and possibly setting and clearing tables. 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 Event Server

Job Overview:

Event Servers are responsible for the greeting, assisting, and serving of guests at special functions and events. The event servers will assist with event preparation, set up, clean up, serve guests and respond to questions, complaints, and requests by guests.

The ideal candidate is a proven professional with the ability to maintain high standards of quality and guest satisfaction. Must be charismatic, punctual, and reliable with a strong work ethic and be an overall team player.

Schedule:

- 8+ Hour Days
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- At least 1 year event experience in a full service, high volume environment at a high end restaurant, resort, or private club preferred
- Excellent ability to communicate in English with guests, coworkers, and management.
- Excellent organizational and time management skills
- Excellent interpersonal, communication and customer service skills.
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Must be of legal age in Massachusetts to serve alcohol
- Must be able to routinely lift up to 35 lbs
- Must be able to stand for long periods of time
- Must be able to climb stairs

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Greet guests in a positive, friendly manner as they arrive to the event and direct them to the right venue, table or seat.
- Review Banquet Event Orders (BEO's) prior to event and go over instructions or questions during pre-meal.
- Develop and maintain an active knowledge of all products served for food and beverage
- Consistently follow sequence of service utilizing all proper procedures.
- Promptly and courteously attend to all known guest issues and concerns, communicating with managers as needed.
- Assess and anticipate guest needs in a professional manner
- Maintain table cleanliness, utilizing a silent service approach
- Assist with set-up and breakdown of tables, linens, chairs, etc.
- Maintain back of house, front of house and side work duties
- Ensure event space is left in showroom condition or set for the succeeding event
- Follow health and safety practices at all times

- Maintains a neat and professional appearance with uniform throughout the shift
- Other duties and assignments as directed by Venue Manger or Director of Venue Operations.

Bartender

3 Positions

\$16.00 + tips /hour

32 hours /week

Tipped Maybe Overtime

Position Description

Bartenders are responsible for all bar liquor sales for both patrons sitting at the bar requiring service as well as servicing the waitress/waiter staff needing liquor/wine service for the lunch and dinner patrons. Individual will be responsible for all drink computer entries, balancing cash, credit card, and checks. Individual will be responsible for cleaning the bar area before leaving shift ensuring that everything is wiped down, washed and put away in its proper place as well as dusting, sweeping, and washing floor behind the bar area. 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.

Pool/Beach Attendant

2 Positions

\$17.00 /hour

tips are sometimes received

35 hours /week

Overtime Wage ?

\$25.50 /hour

Maybe Overtime

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

Pool and Bathhouse Attendant

Job Overview:

The Pool and Bathhouse Attendant will be responsible for assisting all guests at the Pool/Beach facilities with towels, seating, maintaining cleanliness of facilities and ensuring courteous and efficient service to Wychmere's members.

The ideal candidate will be passionate, enthusiastic with an attention to detail and ability to deliver the highest standards for our guests.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Ability to strongly communicate in English with guests, management and co-workers
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Ability to work in extensive exposure to sunlight with temperatures exceeding 85 degrees
- Ability to stand and walk for long periods of time throughout shift
- Must be able to routinely lift up to 35 lbs

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Set up and break down pool/beach areas daily, including setting up umbrellas, loungers, and other pool furniture.
- Ensuring that pools, furniture and facilities are clean and safe.
- Welcome guests and ensure their comfort by meeting and exceeding their needs.
- Provide guests with towels, umbrellas, refreshments and attending to their requests
- Clearing used towels, glasses, and trash.
- Report and damages or incidences to supervisor.
- Maintain cleanliness of beach and pool bathrooms, including stocking toilet paper, paper towels and up keeping of general cleanliness and sanitization.
- Perform additional duties as assigned by Director of Recreation as well as Beach and Pool Manager for daily business needs.

Bell/Door Person

2 Positions

\$18.00 /hour

35 hours /week

Maybe Overtime

Overtime Wage ⓘ

\$27.00 /hour

Position Description

Bell/Door Persons are responsible for greeting guests/residents at the door, assisting with packages and taxi cabs, tracking and directing visitors, and maintaining a neat area. 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

Gatehouse Attendant

Job Overview:

The Gatehouse Attendant will greet club members, guests and other visitors to Wychmere property. The primary role of this position is to safeguard the main entrance to property, opening and closing of gates to allow entrance or exit of employees, guests, vendors, and others.

The ideal candidate will be passionate, enthusiastic with an attention to detail and ability to deliver the highest standards for our guests.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Ability to strongly communicate in English with guests, management and co-workers
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Ability to stand and walk for long periods of time throughout shift
- Must be able to routinely lift up to 35 lbs

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Provide a friendly greeting to people arriving at Wychmere property and direct individuals, guests or vendors to the proper place following property guidelines.
- Communicate, in a positive manner, information about the property and Club.
- Notify the Front Desk Manager immediately of any instances or extreme/unusual circumstances that could cause harm or future issues.
- Check member passes to ensure only Club members are accessing the pools and beach.
- Work closely with Valet Company to ensure parking is organized and available for guests visiting property for functions and events
- Exercise independent judgement within the parameter of established company guidelines to discern who may enter the property.
- Other duties as assigned by Front Desk Manager or Beach Club General Manager.

Server Assistant

7 Positions

Maybe Overtime

\$18.00 /hour

32 hours /week

Overtime Wage ⓘ

\$27.00 /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

Beach Club Server Assistant

Job Overview:

Beach Club restaurant Server Assistants are responsible for helping hosts and servers throughout the Beach Club restaurants in clearing glassware, silverware, and plates after use by members. The ideal candidate will be a people-centric person with a positive, friendly attitude and possess the ability to work well under pressure with both front and back of the house staff.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Excellent organizational and time management skills
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Must be able to routinely lift up to 35 lbs
- Must be able to stand and walk for long periods of time
- Ability to work in environment with temperatures exceeding 85 degrees

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Serves water, bread and butter as guests are seated
- Prepare dining areas before guests are seated and reset areas after dining, ensuring all items are cleaned, undamaged, and in good state of repair
- Maintain familiarity with the composition of all menu items, including items available at the bar.
- Clean designated areas, including opening and closing routines and following hygiene requirements.
- Pre-bussing, clearing, wiping table tops, chairs, and setting tables after members have left.
- Ensure service stations are adequately stocked.
- Perform other task as required by Director of Restaurants and Restaurant Manager.

Cook

3 Positions

Maybe Overtime

\$18.00 /hour

40 hours /week

Overtime Wage ⓘ

\$27.00 /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.

Additional Description

Short Order Prep Cook

Job Overview:

The Short Order Prep Cook is responsible for the preparation of ingredients and stations used in the kitchen, as well as maintaining the kitchen and ensure it is clean and sanitized.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Basic kitchen skills preferred but not required
- Excellent organizational and time management skills
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Must be able to routinely lift up to 35 lbs
- Must be able to stand for long periods of time

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Prepares foods by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding fruits and vegetables, and trimming and cutting meat, poultry or fish for culinary use.
- Follow basic recipes and or product directions for preparing, seasoning, and cooking products.
- Taste soups, meats, vegetables and desserts and other food for quality control.
- Produces small to large batch goods using a full range of cooking techniques such as grilling, baking, sautéing, searing, frying, etc.
- Maintains a neat and professional appearance with uniform throughout the shift.
- Assisting in tasks to ensure a stocked, sanitized and safe kitchen
- Perform other tasks as assigned by Executive Chef/Sous Chef as needed

Housekeeping

2 Positions

\$18.00 /hour

35 hours /week

Maybe Overtime

Position Description

Housekeepers are responsible for cleaning rooms, vacuuming, changing linens and towels, making beds, cleaning bathrooms, and doing laundry. This position can be physically demanding and you may be required to use chemical cleaning products that could contain allergens. 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 Beach Club Housekeepers will also be responsible for cleaning pool bathhouses and changing rooms and maintaining cleanliness and organization of pool deck areas.

Dishwasher

2 Positions

\$18.00 /hour

35 hours /week

Overtime Wage ⓘ

\$27.00 /hour

Maybe Overtime

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

Job Overview:

The Steward position is responsible for maintaining the cleanliness and ensures a clean kitchen at all times by washing dishes, pots, pans, plates, glasses, flatware, service ware and miscellaneous items and washing them by hand and or/the dishwasher.

The ideal candidate will be passionate, enthusiastic with an attention to detail and ability to deliver the highest standards for our guests.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Excellent organizational and time management skills
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Must be able to routinely lift up to 35 lbs
- Must be able to stand for long periods of time
- Must be able to climb stairs

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Perform additional duties as assigned by Venue Managers for daily function space needs
- Maintains a clean kitchen, properly washes and sorts dirty dishes. Keeps dish area free of clutter and organizes.
- Set up dish stations, including machines and sinks.
- Maintains clean/dry floors throughout shifts.
- Properly washes, stacks and stores china, glassware, silverware, cookware and storage container.
- Changes water of machines and sinks every two hours, or more often as required by business levels, and properly uses chemical dilutions.
- Maintains trash cans throughout all shifts and removes full trashcans and boxes at the end of the shift.
- Perform additional duties as assigned by Executive Chef and Executive Sous Chef.

Lifeguard

4 Positions

Maybe Overtime

\$18.00 /hour
35 hours /week
Overtime Wage ⓘ
\$27.00 /hour

Position Description

Lifeguards are responsible for ensuring a safe environment for swimmers. You must be able to recognize and react properly in emergency situations. You will check and maintain specific chemical levels in the pool and operate the pool filtration system. Additional duties may include but are not limited to cleaning the pool and surrounding areas, cleaning the restrooms, removing trash and enforcing facility rules and gate control. 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

Lifeguard

Job Overview:

The Lifeguard position is responsible for ensuring the safety of members and guests at Wychmere's pool

poor.

The ideal candidate will be passionate, enthusiastic with an attention to detail and ability to deliver the highest standards for our guests.

Schedule:

- 8+ Hour Days, 6 Days a week in peak season
- Day and Evening Shift Availability
- Weekend availability required
- Holidays

Preferred Qualifications and Skills:

- Minimum 1+ year lifeguard experience required
- CPR/First Aid/AED Certification preferred
- Excellent ability to communicate in English with guests, coworkers, and management
- Ability to work cohesively with fellow colleagues as part of a team
- Highly responsible and reliable
- Require ability to work flexible hours, evenings and weekends
- Require ability to remain alert to dangerous situations while standing, sitting, or walking for various lengths of time.
- Must be able to routinely lift up to 35 lbs

Core Duties:

This is intended to represent the key duties for this position. Responsibilities include, but are not limited to:

- Ensure the safety of pool patrons by enforcing established pool rules and responding to emergencies when they arise
- Provide excellent internal and external customer service to create a positive experience for Wychmere members and guests.
- Warns swimmers of improper activities or danger and enforces pool regulations and water safety policies
- Inspects pool facilities, equipment, and water to ensure that they are safe and usable.
- Instructs or assists classes in fundamentals of swimming as needed.
- Inspects facilities for cleanliness and assists with maintaining cleanliness of pool areas.
- Perform additional duties as assigned by Director of Recreation as well as Beach and Pool Manager for daily business needs.